



St John
Bosco
College

Head of MFL Candidate Pack

St John Bosco College

St John Bosco College is a Voluntary Aided, 11-18 mixed Catholic comprehensive school, which opened in September 2011 following the merger of two Wandsworth secondary schools on a site in Putney, under the joint trusteeship of the Salesians of Don Bosco and the Archdiocese of Southwark. In October 2015 the school moved to a new, state of the art building in Battersea.

The school has a wide catchment, including Catholic families from both Westminster and Southwark dioceses as well as families from other religious traditions and none. Students attending the school come from over 60 different primary schools and there are currently 540 students on roll, with capacity to significantly increase this number. The roll is now growing demonstrating improving popularity.

The school's distinctive Catholic ethos is based on the traditions of the Salesian teaching order, where each student is encouraged to become a good Christian, an honest citizen, who is known by name and able to earn a living. The commitment to a broad and balanced curriculum centred on the best for the child is reflected both in the curriculum model and also the investment in specialist facilities (such as Design Technology, ASD base) by the Trustees and Governors.

The school is a diverse, harmonious community in which student voice is strongly encouraged. Boys make up 65% of students attending the school. Over 60% of students have English as an additional language (EAL) and over 43 different languages are spoken at home. The school has an above average number of children who have arrived in the country recently and great efforts are made for them to settle quickly and ensure they feel welcomed.

The percentage of students from ethnic minorities at 90% is well above the national average of 28% and the proportion of disadvantaged children is 46% compared to a national figure of 28%. The prior attainment of students on entry to the school is well below the local and national averages. Since the school opened in 2011 the ability of students on entry, every year except one, has been significantly below average. The school has 21% of students with SEN.



Job Profile: Head of MFL

Purpose: To serve the mission of St. John Bosco College by providing high quality leadership to the MFL department. To raise standards particularly with regards student achievement; to provide the appropriate support to members of the department to maximise the delivery of Learning and Teaching; and to provide pastoral care and spiritual growth opportunities to all students.

Salary: Main Scale or Upper Pay Spine plus TLR 2b

Responsible to: The relevant member of the Leadership Team

Responsibilities

In addition to the duties laid out in the latest edition of the School Teachers Pay and Conditions Document and those detailed in the job profile for “Teacher of MFL”, the Head of MFL will be expected to:

Operational & Strategic Planning

- Lead the implementation of an effective Departmental Development Plan
- Maintain a Department Handbook that supports relevant whole school policies
- Conduct regular reviews across the curriculum to inform planning of provision
- Formulate aims, objectives and strategic plans for MFL provision across the school
- Report regularly to the Leadership Team on standards in MFL
- Monitor resources and maintain the departmental budget

Professional Development

- Keep up-to-date with local and national developments and thinking in MFL pedagogy
- Establish contacts within key organisations for the development of MFL
- Participate in Diocesan, Local Authority and other school network for the development of MFL
- Disseminate strategies for raising standards in MFL pedagogy to the department
- Support colleagues to develop their ability to apply a range of strategies to promote best practice
- Ensure staff have appropriate training and development opportunities

Curriculum Provision & Development

- Develop, review and refine provision at all key stages to ensure a personalised curriculum
- Monitor and respond to curriculum developments and initiatives at local and national levels
- Ensure that formative assessment is at the heart of learning at all key stages
- Ensure that daily classroom practice addresses the individual needs of the students
- Maintain and develop the influence of ICT in learning and teaching in MFL
- Ensure a balance between knowledge acquisition and skill development in classroom practice
- Implement systems to ensure that all members of the department share resources and best practice

Support and Monitoring

- Maintain a programme of formal lesson observations and informal peer observations
- Nurture an atmosphere of openness and cooperation in the department
- Ensure professional accountability for students' progress and attainment
- Liaise with others involved in supporting students' learning
- Foster good relationships and liaison with parents and carers
- Maintain accurate and up-to-date information concerning students' achievements in MFL
- Identify and act on issues arising from data, systems and reports and review progress on the action taken
- Provide Governors with relevant information relating to the provision for and progress of students in MFL

Standards

- Monitor and evaluate the quality of learning and teaching and standards of attainment and performance
- Write the departmental self-evaluation and improvement plans
- Conduct lesson observations as a means of sharing best practice and coaching
- Ensure a positive climate for learning
- Uphold high expectations of self, staff and students
- Use data analysis to track student performance and that of teachers
- Ensure marking and assessment is consistent with whole school policies
- Ensure reporting complies with whole school policies
- Lead the planning of schemes of work to maximise the learning opportunities of students of all abilities
- Organise the structure of teaching throughout the department
- Meet the needs of students, including the management of behaviour and its impact on learning

Resources

- Manage the accommodation to ensure the departmental environment is conducive to learning
- Manage the departmental budget and ensure value for money
- Ensure the effective deployment of staff and resources

Extra-curricular

- Ensure that there is a broad range of high quality extra-curricular provision
- Secure a high level of participation from staff and students

Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirements as set out in Keeping Children Safe in Education, September 2016
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school
- Good Honours Degree
- Qualified Teacher status and evidence of at least “good” teaching
- Recent and relevant professional development
- Willingness to further develop professional skills
- Ability to formulate, articulate and deliver a clear vision for the further development of the department
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos
- Ability to challenge, motivate and empower staff and students
- Proven track record of raising standards
- Proven experience in recognising and meeting the needs of staff and students
- Demonstrable experience of effectively managing and implementing change
- Evidence of leading initiatives effectively and successfully within school
- Ability to manage resources efficiently
- Understanding of and commitment to promoting the educational principles of St. John Bosco
- Genuine enjoyment of working with young people
- Understanding of and commitment to inclusion for all
- Ability to establish and develop a stretching curriculum across all three key stages
- Commitment to excellence and the ability to lead by example in terms of teaching and learning
- Knowledge and understanding of recent developments in learning and teaching
- Excellent grasp of new technology and its potential to support learning
- Demonstrable understanding of effective departmental evaluation
- Comprehensive understanding of data and how it can inform practice and enhance learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Ability to be an effective Form Tutor
- Commitment to supporting and promoting the extra-curricular life of the school
- Capacity to work hard under pressure
- Personal integrity and the drive to do what is best for the students
- Commitment to ensuring that St. John Bosco College becomes the best school in the country



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www.sjbc.wandsworth.sch.uk