

## Head of Department—MFL Information for Applicants



Longfield Academy  
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# Welcome



## We are Longfield

Welcome to Longfield Academy and thank you for your interest in this vacancy.

Longfield Academy is an 11-16 school with a relentless determination to maximise the potential of the young people under our care and support the community as a whole.

Personalised learning is essential to our vision to maximise the academic potential of our pupils. We aim to work with families and carers of pupils to create a bespoke package of support, that will enable our young people to progress to the Post 16 provider of their choice and ultimately beyond this into successful employment.

On joining Longfield Academy you will benefit from an extensive continuous professional development programme, informal and formal opportunities for progression and a welcoming and supportive environment in which to develop your career.

This is a unique and special community and I am extremely proud to be leading us towards future success. We would encourage you to come and visit the school and see what we do. I look forward to receiving your application.

**Mr Nicholas Lindsay**  
**Head of School**



# About us

Longfield is an oversubscribed secondary Academy in the North of Darlington. We are part of SWIFT Academy Trust, with Hurworth, School and The Rydal Academy.

SWIFT Academy Trust is a newly formed multi-academy trust which has an outstanding local school at its heart. Through being part of SWIFT Academies, we hope to strengthen our capacity for school improvement, improve our financial resilience and provide opportunities for further expansion, staff development and to share services.

We believe that every pupil is entitled to the best education and should be given the opportunity to fulfil their potential. All academies within the Trust, are expected to be distinctive, independent organisations with their own ethos, who can deliver high standards in their own right.

Each school should be an improving school; developing young people who achieve highly and are well rounded, ambitious individuals equipped in all respects for a modern, diverse society. The Trust's challenging, supportive leadership and management can enable schools to transform attitudes and outcomes.

Regardless of background every pupil who comes to Longfield Academy will have an exceptional educational experience which will meet their individual needs and abilities.

To enable us to do this we require the best staff who are dedicated to the school and strive to achieve the best outcomes for our pupils.



## Head of Department—MFL

Full-time/Permanent

Main/Upper Pay Range  
£22,917/£35,927 to £33,824/£38,633

To commence September 2018

We require an enthusiastic and ambitious individual to join the MFL Department of Ongfield Academy.

You will be a dedicated specialist with high aspirations whose love of languages will enable you to deliver creative lessons to inspire pupils. In addition, you will have a burgeoning track record as an excellent classroom practitioner ensuring pupils make or exceed expected progress.

This role would suit MFL teachers keen to lead the Department towards future successes.

You are encouraged to visit the school and meet our team. To discuss the post or arrange a visit please contact Mr Stuart Rawle, Assistant Headteacher on (01325) 380815.



# Job description

<b>Job Title:</b>	Head of Department - MFL
<b>Responsible to:</b>	Head of School and Leadership Team
<b>Location:</b>	Longfield Academy
<b>Aims of the Post:</b>	To manage, develop and lead the subject of MFL to ensure the highest possible standards of academic excellence for all pupils.
<b>Responsible for:</b>	Designated teaching staff and other relevant personnel within the Department.

## **Main Responsibilities**

(The job description below will be developed to suit the skills of the successful candidate)

### **Teaching**

To lead and manage with the provision of an appropriately broad, balanced, relevant and differentiated curriculum for targeted pupils in accordance with the aims of the policies of the school at KS4.

To lead and manage the development and enrichment of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.

To lead and manage the raising of standard of pupil attainment and achievement and to monitor, track and support pupil progress in relation to individual targets and ensure appropriate action is taken where necessary.

To lead and manage colleagues to implement appropriate and effective intervention strategies to ensure that the vast majority of all pupils within optimise their performance.

To lead and manage colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of the pupils.

To lead and manage the maintenance of accurate and up-to-date departmental data on the management information systems and to produce reports and analysis on a range of activities.

To lead and manage colleagues through the implementation of all aspects of target setting, tracking and assessment.

To keep up to date with national developments, teaching practice and methodology and to lead and manage the Department in responding to initiatives and developments.

To lead and manage with the effective communication/consultation as appropriate with the parents of pupils, other staff and relevant external bodies for intervention.

# Job description

To support the management of the Department on a day-to-day basis and act as a positive role model, to promote teamwork and ensure effective working relationships

To manage the Department's quality control systems including setting targets, standardising and establishing common standards of practice in line with the Department's plans and policies.

To keep up to date with national developments, teaching practice and methodology and to lead and manage the Department in responding to initiatives and developments.

To actively seek to improve standard of teaching and learning for progress within the Department.

To actively seek to implement the graduated response model for supporting pupils in this subject area.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

To undertake any other duty as specified by STPCB not mentioned in the above.

To ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description describes in general terms the normal duties which the post-holder will be expected to undertake and has been compiled with reference to the Teachers' Standards. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

# Person specification

## Key

- A - Application Form including letter of application
- S - Selection process including interview and selection activities
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks

	<b>Qualifications, Education and Training</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
1.	Graduate in relevant subject with Qualified Teacher Status	E	A, C
2.	Well-structured supporting letter indicating beliefs, understanding of important educational issues and styles of management	E	A
3.	Working towards further professional qualifications	D	A, C, S
4.	Commitment to and track record of CPD relevant to subject area	E	A, S
5.	Honours Degree	D	A, C
6.	Evidence of active interest in staff development through appraisal and school improvement planning	D	S
	<b>Experience and Knowledge</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
7.	Good classroom practitioner at KS3 and KS4	E	A, S
8.	Up to date, excellent knowledge in subject, national and local policy, pedagogy and classroom practice	E	A, S, R
9.	Track record of embracing innovation	E	A, S, R
10.	Understanding of assessment techniques and the ability to plan these into SOWs	D	A, S, R
11.	Understanding of competency bases curriculums in-line with assessment techniques and the ability to develop them	E	A, S
12.	Experience in planning assessment strategies in line with desired outcomes	E	A, S

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# Person specification

13.	A knowledge of current health and safety issues	E	A
14.	Experience in a management role	D	A, S
15.	Experience of the successful management of change	D	A, S
16.	Experience of monitoring and evaluating staff and pupil performance	D	A, S
17.	Experience of planning the development of KS3 and KS4 SOW and accreditation opportunities	D	A, S
	<b>Skills</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
18.	Ability to communicate effectively in a variety of situation with a range of audiences	E	A, S
19.	Ability to work effectively in a wide range of partnerships to achieve school improvement	E	A, S
20.	Ability to use ICT effectively in the classroom and to support learning	E	A, S
21.	Ability or commitment to develop the use of new technology to a high level	E	S
22.	Commitment to raising standards and achieving the highest standards of achievement for young people	E	S
23.	Ability to coach/mentor, support and challenge staff and pupils	D	S
24.	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community	D	A
25.	Commitment to take account of current health and safety issues in long-term planning or courses, identifying areas	D	A
26.	Ability to lead and manage staff with a range of dispositions	D	A

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# Person specification

	<b>Personal Attributes</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
27.	Ability to work independently and make a positive contribution as part of a team	E	S
28.	Ability to demonstrate enthusiasm and sensitivity whilst working with others	E	S
29.	Absolute commitment to improving the Department	E	A, S
30.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S
31.	A commitment to enhancing the life chances of all pupils	E	S
32.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	S
33.	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	S
34.	Suitability to work with young people	E	S, D
35.	Commitment to planning and delivery of extracurricular activities during and beyond the school day	D	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references

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# How to apply

## **Named Contact**

You are encouraged to visit the school and meet our team. To discuss this post or arrange a visit please contact Mr Stuart Rawle, Assistant Headteacher, Longfield Academy on (01325) 380815.

## **Application Process**

Please apply for this post through the link on our website. Please ensure a contact telephone number and e-mail address is included on your application.

Your Personal Statement should detail your knowledge, skills and experience and outline what you will bring to the post.

Please ensure that you refer to the Person Specification when making an application as the criteria contained in this will be used to compile the shortlist for interview.

## **Closing Date**

The closing date for this post is **12 noon - Friday 18th May 2018**

Interview date: **Wednesday 23rd May 2018**

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# How to apply

## **Interview Arrangements**

If you are shortlisted for this vacancy we will contact you by post to notify you of the interview arrangements. If there is less than one week between the shortlisting and interview dates then we will also e-mail the interview arrangements to you.

Please feel free to contact the HR Team, on (01325) 348112, at any time, should you wish to enquire about the progress of your application.

## **Location**

This post will be based at Longfield Academy.

## **Pre-employment Vetting**

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check, identity, qualifications, medical screening and satisfactory employment references.

