

Modern Foreign Languages Teacher Information Pack May 2019



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1056
Principal: Mr J P Russell

Required for September 2019

MODERN FOREIGN LANGUAGES TEACHER

French and Spanish

Full or Part Time

Main/Upper pay scale: £23,720-£39,406 (pro-rata for part time)

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to teach.

We are seeking an enthusiastic, creative and inspirational teacher to share their love of modern foreign languages with our pupils, offering French and Spanish to GCSE. The post will provide the successful applicant with a wealth of opportunities to develop their classroom practice and career, and applications are welcomed from newly qualified teachers as well as those with more experience.

To find out more about the post, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Monday 20 May 2019 at noon

Interviews: Friday 24 May 2019

As a languages teacher working in Cambridgeshire you could qualify for the [Teachers' Student Loan Reimbursement Scheme](#).

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**Sawston
Village College**

Principal: Mr J P Russell

May 2019

Dear Applicant

Modern Foreign Languages Teacher

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is a highly successful, inclusive 11-16 academy, in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2018, the College achieved well above national averages in the new GCSEs at all levels including 68% gaining grade 5+ in English and Maths and over a third of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the principle that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a belief in recruiting, developing and retaining the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, we know that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

We are now looking to appoint a teacher of French and Spanish to join our successful team. Many pupils at the College choose to take Languages at GCSE, despite it being optional, because of the enjoyable and positive experience they have of the subject; the department is also renowned for the many opportunities available to pupils for residential trips abroad. The MFL team is characterized by its supportive and friendly ethos.



Applications are warmly welcomed from newly qualified and more experienced teachers. Languages teachers who gained QTS from 2013-14 onwards may qualify for the government's student loan reimbursement scheme.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College no later than noon on Monday 20 May and interviews will take place on Friday 24 May. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 13 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As the new Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

The Modern Foreign Languages Faculty



The Modern Foreign Languages Faculty comprises five staff who are extremely dedicated and work together as a cohesive team achieving good results. We also have two British Council language assistants (French and German) whom we share with a neighbouring school within our Trust.

We have high expectations of all pupils and create a working climate in our classrooms to encourage all pupils to fulfil their potential. At the centre of our work is a focus on high quality, effective teaching and learning. We are committed to providing and encouraging high levels of challenge, feedback, pupil independence and engagement in all our lessons.

As part of the curriculum we offer pupils three languages: French, Spanish and German. Pupils in all year groups can also study Italian (at Beginner, Intermediate or Advanced level) in extra-curricular classes, which can lead to a full GCSE qualification.

On entering the College, Year 7s study either French or Spanish. In Year 8, some pupils will also study either German or French in addition to the language that they learnt in Year 7, according to their ability. At Key Stage 4, pupils may choose to study at least one foreign language. Pupils follow the AQA GCSE syllabus. A number of pupils also study two languages to GCSE level and many continue to study at least one language to AS level.

The course materials currently in use are Studio, Expo, Mira, Viva and Stimmt. We also have an extensive bank of additional resources: ICT software, DVDs, etc.

We organise a range of very popular and successful residential visits abroad. In Year 7, pupils have the opportunity to go to Normandy. In Year 8, pupils who study Spanish can take part in our five-day visit to Barcelona, and those who study German have the opportunity of going to the Rhineland. At KS4, for those studying German, there is a visit to Cologne, which includes a trip to the traditional Christmas market and our German partner school. The College also operates visits to Italy, the Ardèche and Berlin.

There are also a number of extra-curricular lunchtime clubs provided for pupils, including KS3 French and Spanish clubs, KS3 Languages Challenge (co-ordinated by Routes into Languages) and KS4 Conversation groups.

The Modern Foreign Languages Faculty is housed in six dedicated language teaching rooms. All rooms have their own interactive whiteboard and data projector. There is also a multimedia room with 28 workstations for the use of the faculty; this has greatly enhanced our provision for pupils. As a faculty, we are very committed to using ICT and each class has at least one session per fortnight timetabled in the multimedia room.

Thank you for taking the time to consider joining the MFL Team. We hope that this outline has given you an overview of the department.

Job Description Teacher



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

This job description is set in the context of the Teachers' Standards, which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

| | |
|-------------------------|---|
| Purpose | <ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate To monitor and support the overall progress and development of pupils To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential To contribute to raising standards of pupil attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth |
| Reporting to | Head of Department |
| Liaising with | Principal/Deputies, teaching/support staff, LA representatives, external agencies and parents |
| Working time | 195 days per year, full-time or part-time as per contract |
| Salary/Grade | As per teachers' pay scales |
| Disclosure level | Enhanced with children's barred list check |

| MAIN DUTIES | |
|--|---|
| Operational/ strategic planning | <ul style="list-style-type: none"> To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work To contribute to the curriculum area and department's development plan and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities |
| Curriculum provision | To assist the Head of Department and Senior Leadership Team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives |
| Staffing | To take part in the school's staff development programme by participating in arrangements for further training and professional development |
| Staff development | To continue personal development in the relevant areas including subject knowledge and teaching methods |

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|---|--|
| Recruitment/ deployment of staff | <ul style="list-style-type: none"> • To engage actively in the Performance Management process • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school |
| Quality assurance | <ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures • To seek/implement modification and improvement where required • To review from time to time methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school |
| Management information | <ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc. • To complete the relevant documentation/online records to assist in the tracking of pupils • To track pupil progress and use information to inform teaching and learning • To ensure the security and confidentiality of all such information |
| Communications | <ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school |
| Marketing and liaison | <ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools • To contribute to the development of effective subject links with external agencies |
| Management of resources | <ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials • To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils |
| Pastoral care | <ul style="list-style-type: none"> • To take responsibility for a group of pupils whether as mentor or co-mentor • To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom • To promote the general progress and well-being of individual pupils and class groups as a whole • To treat all pupils with respect |
| Teaching | <ul style="list-style-type: none"> • To undertake a designated programme of teaching • To ensure a high quality learning experience for pupils which meets internal and external quality standards • To teach pupils according to their educational needs, including the setting and marking of work carried out by the pupil in school and elsewhere • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils |

| | |
|------------------------------|--|
| | <ul style="list-style-type: none"> • To ensure that Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of pupils • To ensure that pupils have the opportunity to further their experience of ICT within the subject area and to assess their competence and progress with this skill set • To prepare and update subject materials • To use a variety of delivery methods which stimulate learning appropriate to pupil needs and demands of the syllabus • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures • To mark, grade and give written/verbal and diagnostic feedback as required • To contribute to the development, promotion and active use of the school's learning platform |
| Other specific duties | <ul style="list-style-type: none"> • To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role • To undertake duties according to the rota and discharge the responsibility proactively • To contribute to good order across the College by responding proactively where there is a cause for concern • To play a full part in the life of the school community • To support its aims and values and to encourage staff and pupils to follow this example • To promote actively the school's policies • To attend staff briefings • To continue personal development as agreed • To undertake any other duty as specified by STPCD not mentioned in the above |

Person Specification

Modern Foreign Languages Teacher



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

| Education | Essential | Desirable |
|--|------------------|------------------|
| Good honours degree in a modern foreign language | ✓ | |
| PGCE or recognised teaching qualification | ✓ | |
| GCSE grade C or higher in Maths and English | ✓ | |

| Experience | Essential | Desirable |
|--|------------------|------------------|
| Recent experience of teaching French and Spanish to at least GCSE or equivalent level | ✓ | |
| Experience of involvement in extra-curricular activities, for example residential trips and visits abroad | | ✓ |
| Evidence of the successful use of ICT within teaching and learning | ✓ | |
| Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders | ✓ | |

| Professional Qualities | Essential | Desirable |
|---|------------------|------------------|
| An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies | ✓ | |
| Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils | ✓ | |
| Ability to establish productive working relationships and work well in a team | ✓ | |
| Excellent subject knowledge and is aware of best practice in MFL teaching, including effective use of AfL | ✓ | |
| An excellent communicator, both orally and in writing | ✓ | |
| Commitment to equality of opportunity and high aspirations for the achievement of all pupils, including those coming from disadvantaged backgrounds | ✓ | |

| Professional Qualities | Essential | Desirable |
|--|------------------|------------------|
| Evidence of a commitment to the safeguarding of all young people | ✓ | |
| An awareness of new technologies, their use and impact | | ✓ |

| Personal Qualities | Essential | Desirable |
|---|------------------|------------------|
| Enthusiasm, energy and personal dynamism | ✓ | |
| Approachable, friendly and patient | ✓ | |
| Good sense of humour | | ✓ |
| Able to prioritise and meet deadlines | ✓ | |
| A liking and respect for young people | ✓ | |
| Appropriate professional relationship with colleagues, parents and children | ✓ | |
| High level of integrity, honesty and fairness | ✓ | |
| Demonstrates personal enthusiasm for the learning process | ✓ | |

| Teaching & Learning | Essential | Desirable |
|---|------------------|------------------|
| Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes | ✓ | |
| Excellent use of AfL strategies in teaching and learning within the classroom | ✓ | |
| A personal commitment to the continuing development of teaching skills in order to have a positive impact on pupil outcomes | ✓ | |

Application instructions and further information



How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Rogers, HR Officer, at jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Rogers, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

Student loan reimbursement scheme

The [Teachers' Student Loan Reimbursement Scheme](#) aims to increase recruitment and retention of languages, physics, chemistry, biology and computer science teachers. Cambridgeshire schools are part of this pilot scheme. Click on the link to find out about eligibility, payment rates and how to apply.

Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust www.anglianlearning.org
- CASSA – the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk

