

ASHLYNS SCHOOL



Second in Faculty (Teacher of Spanish)

MPS/UPS plus TLR2a

September 2019



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Welcome

Thank you for your interest in the post of Second in MFL at Ashlyns School.

The information included in this pack will give you an insight into our school and the high aspirations we have for our students.



Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,200 students. The school has undergone significant refurbishment with continuing improvements in progress as we expanded to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to develop and build on our success.

The school was rated 'Good' by Ofsted in September 2018 and is focused on rapid improvement in results with the aspiration to be rated 'Outstanding' at our next inspection.

Ashlyns is a thriving school with a rich heritage. Originally established to provide for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you.

Further information about Ashlyns School and details on the application process can be found in this pack. Additional information can also be found on our school website.



J Shapland
Headteacher

Additional Information



Aspire and Achieve

Ashlyns expanded from an upper school to a full secondary school in September 2013, enabling us to expand our staffing, intake and facilities and offer greater choice to students. As such we are, in effect, a 'new' secondary school with a strong history.

74% of students gained grades 9 to 4 in English and Maths this year, with 57% achieving grades 9 to 5 in both subjects. 22% achieved grades 9 to 7 in both subjects.

With our focus on improving standards, we confidently expect even better results this year.

We enjoy high retention rates into the Sixth Form with more than two-thirds of our students choosing to continue their studies at Ashlyns.

Students perform well in our Sixth Form with a high percentage of students each year going onto further education, including Russell Group universities.

Our Core Values

At its heart, Ashlyns has a well-motivated and reflective staff and governing body with a shared purpose, and students who are warm, positive and engaging. The school blends traditional values of respect, trust, honesty and hard work with forward thinking teaching and innovation. Our aim is simply to provide the best opportunities and support for every student to flourish and succeed. The successful candidate will, like the Governors and Headteacher, want and expect the best from, and for, all students.

Ashlyns is a thriving school and we welcome all applications from talented and ambitious professionals who would like to play their part in helping to shape the school's future.



MFL at Ashlyns School

We are a vibrant faculty which prides itself on offering the best experiences in learning languages. We play a key role in supporting the National Languages Strategy, which aims to transform the country's capability in languages by encouraging 'languages for all: languages for life'.

Educational visits and exchanges play an important part in broadening our students' horizons and every year many of our students participate in language events, in this country and overseas. We run a French study visit as well as a Spanish exchange.

Currently, students study French from Year 7 and are introduced to Spanish as a second foreign language in Year 8. In Year 10 and Year 11 the majority of students are encouraged to study GCSE French or Spanish with some students opting to continue with both languages at Key Stage 4. At Key Stage 5, French and Spanish AS and A2 are offered as part of the Sixth Form curriculum.



Extra-Curricular Activities

The range of activities on offer is excellent and includes: World Challenge expeditions; Duke of Edinburgh Award Scheme; fantastic music concerts, tours abroad and school shows; a wide range of team games and fixtures; an extensive and broad range of curriculum based visits; a highly successful sports leader programme and numerous charity events.

Magnificent Site

Ashlyns School is located on the edge of the small market town of Berkhamsted in south west Hertfordshire. Our Georgian style listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife'.

Standing in a magnificent 40 acres of green belt land, we have ample space for a variety of sports and space for developing new facilities. We have recently completed phase two of our reconfiguration as a full secondary school with development of our sports hall and state of the art gym, which opened to staff, students and the public in September 2017. Working in partnership with a local community football club, we have established a full-size Astro turf pitch as part of our excellent sports facilities.



Job Description



Post Title	Second in MFL
Salary	MPS/UPS
Responsible to	Head of Faculty
Responsible for	Staff as determined through the annual Performance Appraisal reviewer documentation

The duties outlined in this job description are in addition to those found in the latest School Teachers' Pay and Conditions Document and those described in the standard job description for non-TLR posts.

Expected "standards" to be reached and maintained are clearly defined within the Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

Purpose of post:

- To assist the Head of MFL raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To work with the Head of MFL to address issues of under-achievement
- To assist the Head of MFL develop and enhance the teaching practice of others.
- To help the Head of MFL effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

MAIN (CORE) DUTIES

OPERATIONAL/STRATEGIC PLANNING

- To assist the Head of MFL with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To assist the Head of MFL in the day-to-day management, control and operation of course provision.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures.
- To work with the Head of MFL to help to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

- To assist the Head of MFL with the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school.
- To link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To deputise for the Head of MFL in their absence.

CURRICULUM PROVISION

- To liaise with the Head of MFL to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.

CURRICULUM DEVELOPMENT

- To assist the Head of MFL with curriculum development and implementation for the whole department including extra-curricular activities.
- To keep up-to-date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

STAFFING

- To work with the Head of MFL to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty.
- To assist with the effective induction of new staff in line with school procedures.
- To promote teamwork and help motivate staff to ensure effective working relations.
- To act as a positive role model within the faculty.

QUALITY ASSURANCE

- To assist the Head of MFL with the effective operation of quality control systems.
- To assist the Head of MFL with the process of the setting of targets within the department and to work towards their achievement.
- To assist the Head of MFL in establishing common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To help the Head of MFL ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

MANAGEMENT INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system.
- To make use of analysis and evaluate performance data provided.
- To produce reports within the quality assurance cycle for the department as appropriate.
- To assist with the production of reports on examination performance, including the use of value-added data as appropriate.

COMMUNICATION

- To assist the Head of MFL with ensuring that all members of the faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To help represent the Department's views and interests.

MARKETING AND LIAISON

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To play a key part in the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To assist the Head of MFL manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Head of MFL and Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

PASTORAL SYSTEM

- To help monitor and support the overall progress and development of students within the department.
- To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

TEACHING

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

ADDITIONAL DUTIES

- 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 students to follow this example.

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

Person Specification



Second in MFL

The Governors are looking for an exceptional teacher to play their part in driving and shaping the future of Ashlyns School.

Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- first class pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Good Honours Degree • Further Professional Qualifications
Experience	<ul style="list-style-type: none"> • Evidence of good teaching skills, leading to consistently high standards of achievement. • Evidence of taking responsibility for own professional development and supporting others. • Experience of using ICT for subject development. 	<ul style="list-style-type: none"> • 3 years' teaching experience in a secondary school.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Able to use a range of strategies to promote learning. • Able to manage and encourage good behaviour. • Able to develop positive and meaningful relationships with students. • Able to make appropriate use of ICT for learning. • Understanding of how to use data to inform planning and improve pupils' performance. • Understanding of a range of assessment for learning approaches, including grades where appropriate. • Able to communicate with pupils, parents and carers about pupil's progress. • A willingness and commitment to contribute fully to the extra-curricular programme. 	<ul style="list-style-type: none"> • Understanding of how to use data to inform planning and improve students' performance. • Able to develop best practice through wide range of imaginative approaches. • Able to create an excellent climate for learning within teaching area. • Able to engage with developments in teaching and learning strategies to raise achievement.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm • Team-working skills • Reliability and Integrity • Personal Organisation • Flexibility • Integrity 	<ul style="list-style-type: none"> • Strategic Planning • Motivational Skills • Willingness to take on delegated responsibility • Interest in new developments and challenges for the subject • Innovative and creative approach to all aspects of the job role

Application Guidance

Candidates should be aware that there are 3 components to the application:

1. HCC Job Application form (Teachers in Schools)
2. HCC Person Specification form
3. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10)

All parts of each section should be completed. CVs will not form part of the application process and should not be submitted.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that if you are short-listed your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. All posts in schools are exempt from the Rehabilitation of Offenders Act; this means you must declare all convictions, including those that would generally be regarded as 'spent'.

Further Information

We would be delighted to show you around our school. Please contact Clare Richardson, HR Officer, on 01442 863605 to arrange a visit.

Applications for the post of Second in MFL should be marked 'Application – for the attention of the Headteacher'.

Applications may be posted, delivered by hand or sent electronically to HR@ashlyns.herts.sch.uk (with the subject line: 'Application – for the attention of the Headteacher').



Ashlyns School is committed to safeguarding children and young people. All employees have a responsibility for the safeguarding of children in our school. All post holders are subject to a satisfactory enhanced DBS.