



Teacher of MFL

Full-time

To Start – September 2021

£25,723 - £41,651

pro rata based on experience

Application Pack

CEO welcome

Dear Applicant

Can I take this opportunity to thank you for the interest you have shown in our vacancy for the post of Teacher of MFL.

The Seckford Education Trust is a developing and forward thinking Multi Academy Trust. We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged team.

We have an exciting opportunity for a suitably experienced and qualified individual to join our School. Appropriate career development opportunities will be provided by the Trust. We are committed to achieving outstanding teaching and learning across all departments and are looking for practitioners to continuously engage in, and contribute to, their own and colleagues' professional development to the highest level. Our staff are extremely hard working, passionate and focused on ensuring that no child is left behind and all children succeed.

In this pack you will find the Job Description, Person Specification and Application Form. You will also find information about The Seckford Education Trust.

In addition you can access further information on the Trust website www.seckfordeducation.org.uk/vacancies

If you wish to discuss the post please contact the HR Department on 01394 615167.

The closing date for applications is 09.00am Wednesday 19 May 2021.

Please submit your application to hr@seckford-foundation.org.uk.

Interviews: w/c 24 May 2021

As CEO of the Trust I believe that this is an exciting time to be joining our Trust and I very much hope that after reading the attached information, exploring our websites you will be motivated to submit an application. If that's the case I look forward to receiving your application and once again many thanks for your interest in this post.

Mark Barrow
Chief Executive Officer



Trust Vision and Values

Our Vision

Inspiring, enabling and celebrating each and every young person's personal best.

Our Mission

To create an outstanding learning community for all.

Our Values

Integrity – We will always display honesty, trust, thoughtfulness and an unrelenting respect in all that we do.

Striving for Excellence – We will always respond to the emerging needs of our students, pupils and colleagues by seeking feedback on our personal performance and by taking ourselves out of our comfort zone.

Collaboration – We will work to break down silos and to ensure that all colleagues and all students benefit from new initiatives.

Determination – We will never knowingly allow ourselves or others to opt out in our drive to do the very best for our students and colleagues.

Empowering – We will always look to build confidence and strength in others by affording them the autonomy and independence they need in order to step up and to make decisions.

Our Strategic Objectives

Delivering consistent quality of education
Building resilience, capacity and sustainability

Our Ethos

The ethos of all Schools in the Seckford Education Trust is founded on the '6Cs to Success'. The 6Cs are co-operation, commitment, community, confidence, challenge and celebration. These form the expectations we have of all our students in all that they do.

Find out more about the 6Cs here www.seckfordeducation.org.uk/why-we-are-different/our-ethos/

- We believe in each and every young person
- We believe that by putting the needs of our staff first, our students will be successful
- We believe that every decision we take should be in line with our values and for the benefit of our students
- We believe that you cannot just wish professionals and students to be better – you have to create the conditions for them to grow
- We believe that every child deserves a Champion and that we can break down barriers to learning
- We believe that we all have a professional obligation to improve as teachers
- We believe in a culture of the possible; where we can all make progress beyond what anyone, including ourselves, could have imagined
- We believe that great teaching is that which improves students' life changes and progress
- We believe that an evidence-informed approach to curriculum design and teaching and learning helps us to identify what works best in the classroom
- We believe that feedback should be timely and respond to the needs of the individual students so that they can actively engage with the feedback
- We believe in working in partnership with all stakeholders
- We believe in community
- We believe in a truly all round education.



Here at SET Saxmundham School we believe in each and every child.

We are an ambitious and yet small and caring school with big opportunities in mind for those who join us.

Our motto is 'inspiring, enabling and celebrating each and every young person'. Striving for excellence underpins everything we do and we aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that enables them to flourish academically and lays foundations for successful progression into post- 16 education, training or employment.

We strive to teach them that learning yields a multitude of rewards if it is approached with rigour and enthusiasm. This is cultivated by an approach to learning that is student-centred and set in a stimulating environment. As important as academic success is, our aim is to develop the whole person through a range of clubs and activities which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within them a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our School community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and School. To read more about our vision and ethos, please visit: www.seckfordeducation.org.uk/why-we-are-different/vision/.

I hope this provides you with some insight into the life of our School and the founding Trust-wide principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm welcome. In the meantime, I thank you for your interest in our School and I look forward to receiving your application.

Lizzie Girling
Head of School



The Role

Teacher of MFL

Job Purpose

Learning and teaching and curriculum delivery in your subject area;
Contributing to the school's **Enrichment** programme;
Undertaking the **pastoral care** of students as a tutor.

Responsibilities

Learning and Teaching:

- Undertake a designated programme of teaching as outlined on the school timetable;
- Teach students inclusively, according to their educational needs through appropriate differentiation and personalisation, including the setting and marking of all class work and coursework carried out by students;
- Ensure that literacy and numeracy is a central part of planning and learning and teaching for students;
- Use ICT when relevant to inspire and motivate. Transferable ICT skills must be developed, ensuring students are knowledgeable in developing technologies and equipped for the next stage of their education or work life;
- Ensure a high quality learning experience for all students, which meets internal and external quality standards;
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the specifications taught;
- Prepare and update subject materials and share resources across the subject area and via Trust networks, across schools in the Trust;
- Encourage and be accountable for the highest possible achievement from all students in the classes allocated to you;
- Contribute to the process of the ordering and allocation of equipment and materials when requested to do so by the Subject Leader;
- Assist the Subject Leader to identify resource needs and to contribute to the efficient / effective use of physical resources;
- Review from time to time methods of teaching and programmes of work under the direction of the Subject Leader;
- Ensure the effective / efficient deployment of classroom support;
- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies;
- Plan and prepare lessons to a high standard as set out in the Trust Learning and Teaching Policy;
- Assist your Subject Leader to ensure that the subject area utilises a range of pedagogical methods which motivates and meets the needs of students;
- Assist the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the strategic vision and aims of the Trust.

Assessment and Reporting:

- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures;
- Mark, grade and give written / verbal and diagnostic feedback in line with the school's emphasis on Assessment for Learning;
- Communicate effectively with the parents / carers of students as appropriate;
- Maintain appropriate records and to provide relevant accurate and up-to-date information to the school's MIS, registers, etc. when required;
- Complete any relevant documentation to assist in the tracking of students;
- Track student progress and use information to inform teaching and learning.

Behaviour:

- Maintain compliant behaviour and behaviour for learning in accordance with the Trust Behaviour Policy, and to encourage good practice with regard to punctuality, standards of work and homework;
- Recognise and praise the achievement of students in classes assigned to you;
- Dress professionally and appropriately for teaching;
- Enforce standards of uniform;
- Liaise with the Subject Leader and relevant Pastoral Leader to ensure the implementation of the school's pastoral system.

Communication:

- Where appropriate, communicate and co-operate appropriately with persons or bodies outside the school;
- Follow agreed policies for communicating internally and externally to the school;
- Take part in liaison activities such as Open School, Open Mornings, Parents / carers Consultation Evenings, liaison events with partner schools, etc.;
- Contribute to the development of effective subject links with external agencies;
- Work as a team member and contribute positively to effective working relations within the school and across the Trust.

Self-Evaluation:

- Help to implement school quality assurance procedures and to adhere to those;
- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria;
- 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.
- Engage actively in the Performance Management process;
- Contribute to the school Raising Achievement Plan and its implementation;
- Be aware of and ensure that you are contributing to the school meeting the 'good' and 'outstanding' criteria in the Ofsted Evaluation Schedule.

Training:

- Take part in the school's staff development programme by participating in arrangements for further training, professional development, observations and in assessing their impact on learning;
- Continue personal development in the relevant areas including subject knowledge, teaching methods and areas identified in Performance Management;
- Contribute to school and Trust-wide planning and training activities.

Contribution to the Enrichment Programme

All members of staff are expected to be involved in the Enrichment programme for students, through contributions such as the development of Enrichment activities and programmes, developing and teaching extra qualification courses, supervising students undertaking learning activities, etc.

Wider life of the School and the Trust

- Play a full part in the life of the school and support the vision and aims of the Trust;
- Actively promote and implement Trust and school policies and procedures;
- Be responsible for your own continued professional development, networking with staff in all schools across the Trust;
- Comply with the Trust Health & Safety Policy and undertake risk assessments as appropriate;
- Be professional and courteous to colleagues, students, parents / carers, stakeholders, community members, visitors and telephone callers and provide a welcoming environment at all times;
- Follow the Trust "Code of Conduct for Staff";
- Undertake duties as designated on the school Staff Duty Rota;
- Attend calendared meetings punctually and in the right frame of mind to move the school and the Trust forward;
- Set appropriate cover work during times of absence.

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

Child Protection/vulnerable adults statement

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head of School.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



Person Specification

Qualifications and Experience

Essential

- Honours degree and Qualified Teacher Status (QTS);
- Evidence of relevant professional development related to subject area;
- Able to teach the full age and ability range;
- Ability to differentiate materials to meet the needs of learners in an inclusive learning environment;
- Up to date knowledge of the National Curriculum in subject area;
- The ability to remain calm and reflective when working in a challenging environment;
- Evidence of the ability to consult and seek advice and professional support as necessary;
- Successful experience of managing effective classroom environments to support student learning and positive behaviour;

Desirable

- Pastoral experience.

Skills and Attributes

Essential

- An ability to inspire and manage students effectively as a good / to outstanding practitioner;
- Ability to develop positive working relationships with students, colleagues, parents/carers and school/Trust stakeholders;
- Ability to gather, analyse and interpret data for effective target setting;
- Dynamic and innovative approach to teaching and learning developments within a department;
- Ability to assess and promote students' progress in a variety of ways;
- Good communication skills; verbal, written and interpersonal skills;
- ICT skills including the ability to use standard software packages and the ability to use ICT effectively to engage students.

Personal/Professional Qualities

Essential

- An exceptional role model with high standards of integrity and approachability;
- A desire to make a difference to the lives of young people of all abilities and needs;
- Possess energy, enthusiasm and creativity;
- Belief in the importance of high expectations, standards and aspirations;
- Democratic, sensitive and displays good sense of humour;
- Flexible and collaborative; able to work effectively in a team;
- Ability to manage competing deadlines; prioritising appropriately and maintaining good humour;
- Willingness to attend outside meetings and to work outside the timetabled day.

All employees are expected to evidence a commitment to promoting the health, welfare and safeguarding of children.



Information for Candidates

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification for the job description, and;
- You evidence your commitment to the needs of the role and the Trust.

Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

Applying

If you decide to apply for the position please return your completed application form (which can be found at www.seckfordeducation.org.uk/vacancies) and a formal letter of application by:

Email (preferable): hr@seckford-foundation.org.uk

Post:

HR Department, Seckford Education Trust, Marryott House,
Burkitt Road, Woodbridge, Suffolk IP12 4JJ

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.

