

Archway Learning Trust



Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility and all employees and workers at the Trust are expected to support this commitment.



Bluecoat Aspley Academy

Address: Aspley Lane, Aspley, Nottingham, NG8 5GY

Head of MFL Information for Applicants Teaching Staff

Permanent, 100%

Salary: MPS/ UPS + TRL2a £4,697

Required start date: 1st January 2018



Bluecoat Academy
believe in yourself, in others, in God

Telephone: 0115 929 7445

Email: office@bluecoat.uk.com

Website: www.bluecoat.uk.com



Bluecoat Academy
believe in yourself, in others, in God



Bluecoat Aspley Academy
Sixth Form

Welcome from the Chief Executive Officer – Archway Learning Trust



Sian Hampton

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

Welcome from the Principal – Bluecoat Aspley Academy

Bluecoat Aspley Academy offers a caring, nurturing and secure environment that enables every member of our academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Aspley Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in others, in God and it is this belief that ensures Bluecoat Aspley Academy continues to offer the best educational experiences possible for our students, our staff and our community.



Cath Rowell

About the Trust

ARCHWAY LEARNING TRUST

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley



Bluecoat Wollaton Academy

Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy. From January 2018 the Trust are pleased to be forming a partnership with The Nottingham Emmanuel School.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



BLUECOAT ASPLEY ACADEMY



Bluecoat Academy
believe in yourself, in others, in God

Bluecoat Academy Aspley is an exciting and challenging place to work comprising of professions from Teaching staff, through to support staff functions which includes Cleaning, Catering, Librarians and Site team support to name a few. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve.

Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee from each discipline is as important as the other in contributing to the outstanding education we provide and so employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Underpinning the core of the Academy is the Christian belief. We work closely with the Diocese of Southwell and Nottingham as Bluecoat is a Church of England Academy. At its heart is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for:

'Believe; in yourself, in others, in God'

During the 2015/2016 academic year the Academy was inspected by the Church of England when the Academy was very proudly judged as outstanding.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.

The Vacancy

Head of MFL

Hours of Work: Permanent, 100%
Salary: MPS/ UPS + TRL2a, £4,697
Required From: 1st January 2017

The Trust is seeking to appoint a talented Head of Modern Foreign Languages with Spanish and French experience, to lead the MFL Faculty at the Trust's Bluecoat Aspley Academy.

The post of Head of Modern Foreign Languages combines the strategic leadership of the curriculum area with sustained focus on the highest standards of teaching, learning, assessment, behaviour management and therefore student achievement.

The successful candidate will lead and manage a team of staff and will be accountable for raising student attainment levels and responding to the challenges of curriculum development.

The Academy is looking for a strong and able leader with a track record of successfully raising achievement to bring a fresh approach to teaching and learning. This could be an experienced middle leader or talented, ambitious practitioner looking to develop their career.

We expect the successful applicant to demonstrate a clear understanding of how attainment and standards in general can be raised. The successful candidate needs to be an outstanding classroom practitioner who is prepared to develop new teaching and learning techniques and be able to lead and manage others to do the same.

Whilst based at Bluecoat Aspley Academy, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

APPLICATIONS

For more information about Bluecoat Aspley Academy, please visit www.bluecoat.uk.com . To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to recruitment@bluecoat.uk.com clearly demonstrating your suitability for the role.

Closing date: 9am, Friday 13th October 2017

Provisional Interview date: Week commencing, 16th October 2017

If you have any queries, wish to discuss the role informally or require any assistance accessing the application form, please do not hesitate to contact us as follows:

Email: recruitment@bluecoat.uk.com

Telephone: 0115 929 7445 Ext: 3202 or Ext: 3302

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.



JOB DESCRIPTION

Head of MFL

Responsible to:
Job Description Issue Date:

Vice Principal
September 2017



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Archway Learning Trust
Registered in England and Wales.
Registration No: 7875164
Registered Office: Aspley Lane, Nottingham, NG8 5GY



Archway Learning Trust Vision and Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Job Description

POST TITLE:	Head of Modern Foreign Languages
GRADE:	MPS/UPS (TLR2a)
MAIN PURPOSE:	Strategic Leadership of Modern Foreign Languages Teaching Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning
RESPONSIBLE TO:	Principal
RELATIONSHIPS WITH:	MAT Wide Senior Leaders Heads of Subjects Lead Teachers Teaching Colleagues Year Leaders Local community and educational providers SENCo / Teaching Assistants Support Staff Parents/Stakeholders

General Responsibilities

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team

Introduction

The Head of Modern Foreign Languages is responsible for all aspects of teaching, learning and assessment throughout the Academy within the appropriate curriculum area. This involves the leadership and support of the staff team as well as the management, organisation and administration of the work of the department teams. The Head of Modern Foreign Languages has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning, and high expectations.

The Head of Modern Foreign Languages is also responsible for the development and review of policy and practice in consultation with all members of the faculty. This will involve the establishment of clear principles, aims and objectives for the department within the context of the Academy's mission statement, policies and development plan.

At the Academy we expect middle and senior leaders to be fully committed to:

1. Comprehensive, community education within an urban, multi-cultural environment;
2. The inclusive values and framework of the Academy
3. Working as a mutually supportive team, sharing responsibility, successes and challenges;
4. Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our ethos and aims;
5. Maintaining high personal and professional standards in all aspects of Academy life;
6. A consultative and participative approach to leadership and management;
7. Being forward looking and anticipating change;
8. Their own professional and leadership development.

Main Responsibilities

You are required to carry out the duties of an Academy teacher as set out in the School Teachers' Pay and Conditions of Service Order.

As Head of Modern Foreign Languages, with the support of the senior leadership team structures, you are responsible to the Executive Principal/Principal, through the line manager, for:

- 1) Leadership and strategic development of the Faculty;
- 2) Teaching and learning;
- 3) Leading and managing staff;
- 4) Student attainment, achievement and intervention;
- 5) MER and self-evaluation;
- 6) The implementation of whole Academy policy and practice;
- 7) Contributing as appropriate to whole Academy and wider community development;
- 8) Undertaking professional duties and administrative tasks as reasonably delegated by the Principal/Head of School;
- 9) Participating in whole Academy planning and policy making;
- 10) Attending staff and other Academy committees and meetings; holding minuted Directorate meetings in line with Academy policy, involving staff in decision making and reporting back discussions and decisions of other appropriate committees and working groups;
- 11) Liaison with appropriate agencies outside of Academy, e.g. LA advisors and inspectors, industry, business and the wider community.

Teacher Responsibilities

- 1) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
- 2) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans);
- 3) Keep an attendance register of students in every lesson and following up absence when necessary;
- 4) Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- 5) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;

- 6) Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
- 7) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
- 8) Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
- 9) Be effective professionals who challenge and support all students to do their best;
- 10) Set and maintain high expectations for student behaviour;
- 11) Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance;

General Notes

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
3. These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Person Specification – Head of MFL

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<ul style="list-style-type: none"> • Relevant 'A' Levels (or equivalent) and degree; • Qualified Teacher Status. Good honours degree (2:1 or better); • 	
<u>Experience</u>	<ul style="list-style-type: none"> • Experience in a relevant subject area in comprehensive schools across the full age and ability range to GCSE Level • Experience of Post-16 teaching • Experience of leading a staff team • Experience of working with students of a wide range of abilities. • Completion of leading from the middle or similar CPD • Experience of supporting and challenging staff • Experience in leading whole school/ Academy Developments 	<ul style="list-style-type: none"> • Experience of working within an Academy, Technology College or other specialist school environment
<u>Knowledge and understanding</u>	<ul style="list-style-type: none"> • An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s) • The integration of ICT into all courses • An understanding of leadership and management in schools • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • Statutory National Curriculum requirements at the appropriate key stage; • The monitoring, assessment, recording and reporting of pupils' progress; • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; • The positive links necessary within the Academy and with all its stakeholders; • Effective teaching and learning styles. 	

<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • An ability to work in collaborative partnership with the full range of people associated with the school - staff, parents, governors, community, business, Diocese and LA; • An ability to lead, build and work within teams • Ability to use innovative, active teaching methods; • Effective communication skills, written and verbal; 	<ul style="list-style-type: none"> • Commitment to offering effective extra- curricular activities • Leading teaching and learning across all ages ranges • leading the implementation of new methods of teaching and learning • working with students with special needs or who are Gifted and Talented
<u>Personal Characteristics</u>	<ul style="list-style-type: none"> • An empathy for children from a wide variety of social and cultural backgrounds; • Ability to support the important Christian values of the Trust; • A willingness to work hard with enthusiasm and vision; • Tact and sensitivity; • Integrity and good judgement; • A sense of humour • Confidence, independence and flexibility; • Able to motivate self and others; • Calm under pressure; • Good organisational skills; 	
<u>General Policies Procedures and Practices</u>	<ul style="list-style-type: none"> • To comply with all Academy policies, procedures and practices and to be responsible for keeping up to date with any changes to these. • To undertake any further responsibilities deemed appropriate by the head teacher 	