



Hinchbrook School

*Hard Work  
High Standards  
Kindness*

# INFORMATION PACK for TEACHER OF MODERN FOREIGN LANGUAGES



Part of ACES Academies Trust

Dear Applicant

Thank you for your interest in this post.

Before you complete the application form, please read our application pack carefully. You may also wish to view the video about working at Hinchbrooke on our website. This pack contains vital information about the position you are applying for, the school, the application process and guidance on the recruitment of ex-offenders.

The application form can be downloaded from our website or you can request a hard copy from the school. Please read all the relevant information before you complete your application form. Once completed, you should return the completed application form to [jobs@hinchbk.cambs.sch.uk](mailto:jobs@hinchbk.cambs.sch.uk)

**An online portfolio is required along with the application and a portfolio of work brought to interview.**

Please note that if you return your application electronically, it is not necessary to follow it up with a paper copy as well. If you are invited for an interview, we will ask you to sign a copy of your application then.

**Please DO NOT send us your CV as it is not going to be considered.**

If you wish receipt of your application to be acknowledged, please make sure that you advise us in your email or enclose a stamped self-addressed envelope with your returned application.

Short-listing for the post will take place shortly after the closing date and you will be notified of the outcome in due course.

We welcome applications from all sections of the community and we carry out diversity monitoring in order to help us monitor our recruitment processes and establish whether we offer real equality of opportunity for our prospective and existing staff. The personal information requested in our monitoring form (via our website) will help us to ensure that our policies and practices are fair and effective. The monitoring form will not form part of the selection process and the information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

We will make sure, whenever possible, that the application process is adapted to suit the needs of applicants who have a condition that gives them rights under the Equality Act 2010. If you have difficulties or are unable to complete the application form because of a DDA condition, please contact us as soon as possible to discuss in confidence.

In the meantime, if you have any queries or you experience problems with accessing the relevant documents, please contact the Principal's PA on 01480 375675 or [jobs@hinchbk.cambs.sch.uk](mailto:jobs@hinchbk.cambs.sch.uk)

## **HINCHINGBROOKE SCHOOL – Message from Mark Patterson, the Principal**

Thank you for your interest in our school.

Hinchingbrooke is one of the country's largest co-educational secondary schools with a current roll of around 1900 students aged 11 to 18 years and a Sixth Form of 400 students. It is built in the beautiful parkland grounds of Hinchingbrooke House, the former home of the Cromwells and the Montagus. Charles I almost certainly sat at the oak table, now in the Chapter Room, for his meals whilst a prisoner during the Civil War. Several Kings and Queens have graced its rooms, including Elizabeth I, whose arms now are displayed above the bow window. This heritage gives staff and students a very special pride and sense of identity.

Whilst The House provides a gorgeous traditional setting, we have a 21<sup>st</sup> Century approach to education, and we aim to provide a high-quality education for all our students, so that they learn and achieve well, and develop as well-rounded young people who are ready to take the next steps in their own personal learning journey. We are proud members of the ACES Academies Trust, which currently comprises four schools.

Our core values are Hard Work, High Standards and Kindness, and these sit alongside our Student Leadership Values of Responsibility, Empathy and Pride, promoted through HBK.COM.

We are clear on our key focuses at Hinchingbrooke. These are how we learn best, how we teach, and how we behave. We think these key focuses, alongside a broad, balanced and ambitious curriculum, are the most important foundations for success at school. The Hinchingbrooke Approach to Teaching and the Hinchingbrooke Approach to Behaviour capture our views about works best for our young people.

We enjoy outstanding specialist facilities, especially those for the Arts and Sport, but the real strength of the school is its staff and its students. Our staff, both teachers and support staff, are dedicated professionals who regularly 'go the extra mile' for the young people in our care; and our students are warm, well-rounded young people, of whom we are very proud.

We take continuing professional development (CPD) very seriously and we are very keen both to learn from our staff and to support them to develop as strong professionals.

The Senior Leadership Team includes the Principal, three Vice Principals and six Assistant Principals, one of whom leads the Sixth Form.

The school's teaching departments are divided into three Faculties. For 2020-21, the faculties are:

STEM Faculty	CREATIVITY & PERFORMANCE Faculty	GLOBAL Faculty
Head of Faculty: David Pendlebury (Assistant Principal)	Head of Faculty: Matthew Pinder (Assistant Principal)	Head of Faculty: Priscilla Solvar-Isida (Assistant Principal)
Administrator: Jackie Moore	Administrator: Danni Smith	Administrator: Dani Dow
Subjects: Science Maths ICT & Computing Business Studies Social Sciences	Subjects: Art (inc. Ceramics & Photography) Music (inc. Music Tech) Film & Media Studies Design Technology (Food/Textiles) Dance Drama PE	Subjects: English MFL History Geography RPE

The Year Teams and student guidance and welfare are structured into mini-Schools. For 2020 to 2021, these are:

Lower School	Middle School	Upper School
Head of Year 7: Dan Milner SSO for Year 7: Caroline Pittock Head of Year 8: Femi Solano Year 8 SSO: Liz Erskine Administrator: Nicola Darbyshire	Head of Year 9: Andrew Hobley Year 9 SSO: Lucy Standen Head of Year 10: Katie Daniell SSO for Year 10: Vikki Taylor Head of Year 11: Helen Nichols Year 11 SSO: Alesia Dickinson Administrator: Julie Connor	Head of School: Vicky Rix Deputy Head of School: Kate Moyes Carla Black Samantha Moore Sixth Form SSO: Joanne Edwards Administrator: Ann Stephenson
Years 7 & 8	Years 9, 10 & 11	Years 12 & 13

Students have a strong affection for our school and they represent it with pride. Sixth Form students play a key role in the school by leading the inter-House activities and competitions and by supporting younger classes. Participation levels are high, and the school offers a wide range of extra-curricular opportunities to ensure the education of the whole person.

Hinchingbrooke School is a good school, and, in many ways, it is a great school; but we are also ambitious – we want to be even better. We are always seeking to recruit high-quality staff who share our core aim, our Values and our key focuses and who are keen to both improve themselves and to help us improve. We look forward to your application.

Kind regards



**Mark Patterson**  
**Principal**

## ABOUT THE ROLE

### TEACHER OF MODERN FOREIGN LANGUAGES

We are a vibrant department offering French, Spanish and German: French and Spanish from KS3 to KS5 and German at KS4 and 5. All students in Year 7 study French or Spanish and, as we are now a core subject, students continue with that language all through year 11.

Our results for 2019 were very pleasing with 77% of our students achieving 9-4 at GCSE and all our A level students achieving A\*-E. Our classes are taught in mixed-ability groups at KS3 but we set based on ability at KS4. We have a variety of resources to be used in lessons such as the Studio textbook series for French and the Viva textbook series for Spanish. We also have the digital platforms that support these textbooks and a wealth of shared department resources. At KS4 and 5 we use the AQA exam board.

We offer our students a range of extra-curricular activities such as a KS4 French trip, the Routes into Languages Spelling Bee and cultural workshops, for example a Picasso day for KS5 Spanish students. The department comprises a team of six experienced, passionate and talented teachers and we are also fortunate to have a Foreign Language Assistant for each of the three languages we teach. All teachers have the opportunity to contribute to the planning of the curriculum and we enjoy sharing, and trying out, new ideas.

### Teaching

The successful candidate will be expected to be an excellent classroom practitioner. As a school we value highly the development of new and existing materials and the post will involve the opportunity to work on the review of existing materials and the development of new ideas.

Above all else, the successful candidate should be enthusiastic about their artwork and their work with young people and have a genuine concern for their development as individuals.

The school sees the form tutor as a key role in the support, development and welfare of the students and teachers are expected to undertake this role with the same standards and commitment as their subject role.

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment.



## **EQUALITY AND DIVERSITY**

The Governing Body of Hinchingsbrooke School is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

## **SAFER RECRUITMENT**

Hinchingsbrooke School fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer).

Our Safeguarding and Child Protection policy sets out how the school's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at the school.

## **PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

The school will operate safer recruitment practices including ensuring appropriate Disclosure and Barring Service checks and reference checks are undertaken according to the DfE document 'Keeping Children Safe in Education' (September 2020).

Any allegation of abuse made against a member of staff will be reported straight away to the Principal. In cases where the Principal is the subject of an allegation, it will be reported to the Chair of Governors.

The school will consult with the Named Senior Officer in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in Keeping Children Safe in Education (part 4) and the school's Personnel Manual from EPM Ltd.

The Named Senior Officer will advise on all further action to be taken. Please note that the Principal or Chair of Governors should not seek to interview the child/ren involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

The school will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

The school will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents/carers as advised within the Local Authority's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries with all children, especially those with a disability or who are deemed vulnerable. All staff will have read and signed to confirm they have read the DfE Keeping Children Safe in Education (September 2020, part 1) and Working Together to Safeguard Children (July 2018).

The school will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of trust). Staff will also be made aware as part of Induction about how to report inappropriate sexualised behaviours to the Principal or Designated Person to follow up with Social Care teams. Staff who work within a school have a duty of care to model appropriate social behaviours and to ensure that the professional role of trust is not abused.

## RECRUITMENT OF EX-OFFENDERS

In accordance with the Disclosures and Barring Service Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full DBS Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

- As an organisation which uses the Disclosure and Barring Service (DBS), the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure will only be requested from the DBS for those positions where a Disclosure is required. All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working within the Trust.** This will depend on the nature of the position and the circumstances and background of your offences.