



Co-op Academy  
Stoke-on-Trent

## Head of Modern Foreign Languages (Spanish)



Co-op Academy Stoke-on-Trent

Westport Road

Stoke-on-Trent

ST6 4LD

Tel: 01782 88 23 00

[enquiries@cas.coop](mailto:enquiries@cas.coop)

**Closing date: Friday 1st February at 12pm**

**Interviews: Wednesday 13th February**

# APPLICATION PACK

Dear Applicant,

## **Head of Modern Foreign Languages (TMS/UPS plus TLR 2B)**

Thank you for your interest in this post.

I hope you will enjoy reading through our recruitment pack and I look forward to receiving your application. Please apply via a letter of application (no more than two sides of A4) and the completed application form. We do not accept CVs.

The Academy has undergone a transformation in recent years and we are now the top ranked non-selective school in Stoke-on-Trent. Our attainment and progress have improved year on year and we are now a high achieving and successful learning community.

Ofsted visited us in 2017 and agreed that we are still a “good school with outstanding features”. Our personal development, behaviour and welfare is identified as one of our outstanding features highlighted in the academy winning the DfE’s Character Awards in 2016.

In 2015-16, we switched the main language taught in the academy from French to Spanish, this has improved engagement and outcomes. The current Year 11 are the last year studying French. Please visit our website to gain a full picture of what we do. Further information about the Academy is available on our website [www.cas.coop](http://www.cas.coop).

If you wish to visit the Academy before applying please email the Principal’s PA Kym Hollinshead on [khollinshead@cas.coop](mailto:khollinshead@cas.coop).

Your completed application should be received by 12 noon on Friday 1st February. Applications should be emailed to [recruitment@cas.coop](mailto:recruitment@cas.coop).

Yours faithfully,



Mr N Lowry

## **Mission, Vision and Values and Strategic Drivers**

**Mission:** Empowering everyone to reach their potential and be the best.

**Vision:** In order to achieve our mission, we aim to become a great academy by delivering:-

- Great learning
- Great support
- Great experience

**Values:** All of this is based upon the values of Co-op Group which will inform our behaviours.

- Self-help;
- Self-responsibility;
- Democracy;
- Equality;
- Equity;
- Solidarity.

Our values are demonstrated daily by our behaviours which are captured in the **Co-op ways of being:**

- **Do what matters most;**
- **be yourself, always;**
- **succeed together;**
- **show you care.**

For more information on [Co-op values](#) and the [Co-op ways of being](#) see the Co-op group website via these links.

### **Strategic Drivers:**

Our operational plan to deliver all the above is based around eight strategic drivers:

1. Leadership
2. Quality learning
3. Curriculum opportunities
4. Monitoring and support
5. Academy environment, systems and processes.
6. Targeted professional development
7. Praise and reward culture for staff and students.
8. Collaboration and partnerships

## **About the Academy**

The Co-op Academy of Stoke-on-Trent was established in 2010 and we moved into our state of the art £23 million building in 2012. The academy serves the areas of Tunstall, Burslem and Hanley but is increasingly drawing students from all parts of Stoke-on-Trent. The academy is oversubscribed on first choices for September 2019.

Our vision is “Empowering everyone to reach their potential and be the best”. The focus on being the best that you can be in every lesson of every day permeates the Academy at every level and there are high expectations of both the students and staff. We are sponsored by the Co-op Group and we use the co-op values and ways of being to structure our academy culture. The academy has just been rebranded in time for September 2018 in line with the Co-op branding.

Co-op Academy of Stoke-on-Trent is an urban complex academy with over half of our students classified as disadvantaged. There is a diverse student community with 36 languages spoken, although the main ethnic groups are white British and Pakistani. The academy is praised locally and regionally for the fully inclusive and supportive culture which enables us to be successful. In 2015 Ofsted praised the “culture of tolerance and respect that permeates the academy”.

Many of our students come to us with ability on entry far below the national average. Our recent leavers and our present Year 11 are in the lowest 10% of Key Stage 2 APS nationally. However, the present Key Stage Three students have rising ability on entry and the new Year 7 come to us as slightly above national average. There has been considerable projected growth in student numbers over the last five years and our academy is projected to grow to over 1000 students by 2020 from a starting point of 560 in 2012. At the autumn 2018 census, there were 916 students on roll.

There has been a significant improvement in Key Stage 4 outcomes over the period the academy has been open. 2018 was a record year for GCSE results and our website has full details; we now have the highest levels of attainment in the north of Stoke-on-Trent and the highest progress scores of any non-selective school in the city, despite having the lowest ability intake on entry to the academy. We are also very pleased that far more students now go on to Level 3 courses at college and then onto university and higher level apprenticeships. Ofsted visited us in November 2017 and agreed that we were still a “good school with some outstanding features”. Our personal development, behaviour and welfare is cited as outstanding. We had a Section 8 visit in 2015 on behaviour and safeguarding and this report was also very positive. Both reports are also available on our website.

We were also proud to be regional winners of the DfE’s Character Awards in 2016. This was in recognition of the work that we have done over a number of years in the area of personal development. The award was built around our student voice and leadership; our enrichment programme known as “The Edge”; and our character education programme.

We are part of the Co-op Academies Trust which currently comprises 18 academies in Stoke-on-Trent, the Wirral, Leeds and Manchester; however it is expected that the Trust will grow quickly over the next few years and the Co-op group recently announced a major funding injection, read the article [here](#).

The Trust provides an extensive CPD programme focused on school improvement as part of their sponsorship.

## **Post Information**

### **Senior Leadership Team 2018-19**

Principal – Nick Lowry

Senior Vice Principal – Standards – Jenny Crowther-Green

Vice Principal – Curriculum and Experience – Chris Hall

Vice Principal – Teaching and Learning - Shane Richardson

Senior Assistant Vice Principal – Behaviour, Inclusion and Safeguarding –Marianne Goodwin

Assistant Vice Principal – Progress – Jenny Davies

Senior Leader SENDCo – Diane Drew

### **Post Information for the Head of MFL**

MFL sits in the Humanities Faculty, the Head of Faculty is the line manager for the Head of MFL. The Head of Faculty is Samantha Harrison, who is on the extended senior leadership team. There is currently one teacher of Spanish, in addition to the Head of MFL.

Many of our students are talented linguists and many speak more than one language. There are currently 36 community languages spoken in the Academy. Part of the role involves the co-ordination of GCSE entry for community languages with the AVP: Progress Jenny Davies.

At Key Stage 3, Years 7 and 8 follow the Claro Scheme of Work. Their topics include introductions, physical descriptions, school life, holidays and illnesses amongst other areas. There is a strong focus on grammar principles throughout these years in order to prepare students for subsequent study. Students in Years 7 and 8 currently receive 4 hours of language over two weeks.

From year 9 onwards, the curriculum is focussed on topics following the AQA GCSE specification. In Year 9, three units are currently covered in depth, including focus and emphasis on the grammar components of the language, with Year 10 and 11 being organised to cover the remainder of the topics and focus on exam skills. Year 9 students

receive 3 hours of language over two weeks, with Key Stage 4 receiving 5 hours over two weeks.

## Co-op Academy Stoke-on-Trent

# Head of Modern Foreign Languages

---

### **JOB DESCRIPTION**

**POST TITLE:** Head of MFL

**SALARY:** MPS/UPS plus TLR 2B

**RESPONSIBLE TO:** Head of Humanities

**RESPONSIBLE FOR:** Teacher of MFL.

### **PURPOSE OF THE ROLE:**

---

Lead the teaching and learning of MFL within the taught curriculum. This includes delivering, managing and evaluating schemes of work; ensuring the appropriate curriculum is being taught and that KS4 qualifications are delivered in line with specifications in order to support strong student achievement.

### **Duties and Responsibilities**

---

1. Maintain an excellent level of up-to-date knowledge in relation to best practice in all aspects of pedagogy.
2. Deliver lessons which help to close the gap in attainment between our students and students nationally.
3. Model outstanding practice in MFL teaching for other staff.
4. Coordinate exam entries and exam preparation for community languages.
5. Promote MFL by creating an Academy culture which values and celebrates MFL. This includes visible displays, assemblies and enrichment days.

6. Contribute to training and induction programmes for trainee teachers, NQTs and other teachers new to the school.

## **Core Purpose of the post**

The post holder will in all matters, manage staff and students in ways which remain faithful to the co-operative ethos and philosophy of the Academy.

### **Throughout the Academy the Head of MFL will promote and support:**

- exemplary student conduct
- excellence in classroom practice
- innovative and effective approaches to student care and operational issues
- the maintenance of a high quality learning environment
- performance management arrangements, professional development and training of staff
- efficient management of delegated budgets and resources
- detailed analysis of student performance data to raise achievement
- the Academy's vision to become an outstanding school.

### **Performance Management**

The Head of MFL will have access to the Academy's Performance Management arrangements as set out in the Academy's pay policy, which applies the Teachers Pay and Conditions of Service.

### **Strategic direction and development of the Academy**

The post holder will play a key role in the future development of Co-op Academy of Stoke-on-Trent and will work with the Head of Social Science Faculty to build on the strategic vision for the Academy. To carry out the objectives of this role, the post holder will seek to:

- fully exploit the greater degree of autonomy afforded by Academy status for the benefit of students, staff and the wider community.
- continue to develop the ethos of the Academy and to champion innovation to meet the needs of every student.
- Support the push for the number of good and outstanding lessons identified in the Academy's development plan.

### **Collegiate Responsibility**

In addition to the specific responsibilities of this post, every member of staff at Co-op Academy Stoke-on-Trent will commit to:

- providing a courteous and efficient and effective service to students at all times
- consistently promoting the Academy's co-operative ethos and mission
- using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- working to maintain the Academy at the forefront of educational practice
- fostering and sustaining a culture of enterprise and creativity in all aspects of the Academy's operation

### **Role review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be revised at any time in consultation with the post-holder, and in the light of changing circumstances, subject to the Principal's approval.



# Person Specification

Knowledge, Experience and Skills		<b>Key:</b> A = Application R = Reference I = Interview
	Essential (E); Desirable (D)	How identified
<b>Qualifications</b>		
University graduate	E	A
Postgraduate teaching qualification (or equivalent)	E	A
Accredited leadership qualification or participation on eg NPQML	D	A
<b>Knowledge and Understanding</b>		
Knowledge and understanding of current teaching and learning developments.	E	AI
Understanding of latest teaching and learning in languages education	E	AI
Understanding of curriculum design and ability to plan medium and long-term schemes of work.	E	AI
Experience of delivering Spanish to Key Stage Three and Four	E	AI
Experience working with exam boards	D	AI
<b>Experience</b>		
Strong and effective leadership skills	D	AR
Some experience of leading others either as a Subject Leader or leading on projects or initiatives.		
Delivering and designing Inset programmes for whole teaching staff and selected cohorts such as NQTs and middle leaders.	D	AR
<b>Skills</b>		
Motivate and inspire staff and students.	E	I
Analyse and interpret student data.	E	I
Excellent verbal and written communication skills and able to communicate effectively with a range of stakeholders.	E	I
<b>Personal Qualities</b>		
Resilient.	E	RI
Able to work under pressure and a determination to succeed	E	RI
Passionate about teaching and learning.	E	RI
Willingness to learn and develop new skills.	E	RI
A commitment to excellence.	E	RI

Ambition for further development and promotion	E	I
Able to demonstrate a commitment to the behaviours and values of the co-operative movement	E	I