



Warden Park

'The Best From All'



Information for Prospective Candidates

For the post of
CURRICULUM LEADER MFL 1.00 fte
(Permanent, required from Easter 2020)



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

Dear Potential Candidates

January 2020

Thank you for your interest in this teaching vacancy and I hope that the information contained in this pack helps answer your questions about the post and the academy, and that this leads to an application from you.

The most important thing you need to know is that Warden Park Secondary Academy is a fantastic school to work in! The academy is very well respected in the local community and has a long tradition for excellence and our students' outcomes are very strong. Our students are excellent - generally above average ability on intake they have an excellent work ethic, standards of behaviour are very high and they are enthusiastic in their support of the academy evidenced, for example, by the very high numbers who engage in extra-curricular activities. You will therefore not be surprised to hear that the academy is significantly over-subscribed for the 300 places on offer in Year 7 each year. Places in our excellent SSC which caters for 18 students with Education Health and Care Plans are equally sought after.

I have been in post since September 2017 as Headteacher of the academy which, along with two local primary schools, Warden Park Primary Academy and Northlands Wood Primary, make up the Sussex Learning Trust. The three Headteachers work closely and opportunities for partnership work across the curriculum are evolving as the Trust develops.

There is a strong focus in the academy on developing teacher practice. It is our stated intention to become a research driven learning institution and our professional development is focused on reviewing best practice and carrying out our own research in order to improve the quality of teaching in our classrooms. There is excellent pastoral care in the school coordinated by a very experienced team of Heads of Year and Pastoral Support Officers who contribute to ensuring that, even in a large academy such as ours, every student is known and well-cared for.

Ensuring students leave Year 11 with the best possible GCSE results is a priority for all who work in the academy. In 2019, our Progress 8 score was 0.27 and 60% achieved Grade 5 or above in both English and Maths making Warden Park Secondary Academy one of the highest attaining schools in the county. However, it is also a priority that students leave well-equipped to be successful in the next phase of their learning and, beyond that, to be confident and empowered with the skills and capabilities to go on to be successful employees, citizens, partners and parents. These are equally important outcomes.

The MFL Department

The MFL Department at Warden Park is a well-regarded department, ambitious in its outlook with very high expectations of the students. Languages at Warden Park are very popular, with over three quarters of Year 9 students taking at least one language to GCSE. A small number of pupils study two Modern Languages and the Department plays an important role in the extra-curricular life of the School.

The department is well-equipped. All pupils have access to a virtual textbook which are Studio for French and Viva for Spanish. We currently use the Edexcel courses from Studio



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

and Viva from the beginning of Year 9. The Department also has a good supply of other textbooks and recorded listening materials. Each of the eight Modern Languages classrooms is equipped with loudspeakers and an interactive whiteboard.

All students begin French and Spanish in Year 7 and opt to continue to study one or both languages at Key Stage, which starts in Year 9. Our teaching aims to give students not just the means to acquire linguistic competence but also a thorough understanding of the culture to which the language belongs and ensure sound preparation for Advanced Level study. To supplement the curriculum covered in school, we run homestay trips to France and Spain and we run Languages plays in both languages. Students at Warden Park are interested in foreign homestay trips and all they can offer.

We are developing working links with our partner primary academies, and are working towards more cross-phase work being undertaken on a regular basis. Results in all public examinations are very good and details of these can be found on our website.

The Modern Languages Department consists of both full-time and part-time specialist teachers of French and Spanish. Most of our colleagues in Modern Languages teach across two Languages, and we have a number of native speakers. The successful candidate for this Curriculum Leader role will:

- Have a clear vision of what excellent languages teaching and curriculum looks like
- Be an inspirational teacher capable of leading the development of other colleagues and inspiring students
- Have a track record of securing strong student progress
- Be able to teach French to GCSE and Spanish to at least Key Stage 3 standard.

Job Description – Curriculum Leader:

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. The following is indicative rather than exhaustive.

In addition to the requirements of a class teacher and any other agreed responsibilities:



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

Job Purpose

To be accountable for the results of a subject area and other related aspects of the school's work and to support, hold accountable, develop and lead those colleagues within their teams. The scale and extent of this role will be dependent upon the size of the curriculum area.

Areas of Responsibility and Key Tasks

- To lead in the development of a collegiate approach to pedagogical practice within the curriculum area which supports individual colleagues in their development needs.
- To embed and further the use of iPads and other digital technologies to enhance students' learning.
- To use pedagogical experience and expertise in the curriculum area to help support the development of teacher practice across the Academy.
- To oversee students' progress towards ambitious outcomes in the curriculum area through an inclusive approach that ensure all pupil groups achieve equally well.
- To implement a development plan that supports whole school priorities and secures progress against key subject specific priorities.
- To promote high standards with respect to the learning environment, health and safety and the wellbeing of students and staff.
- To lead Performance Management within the department and hold colleagues to account where performance is less than expected.
- To ensure high standards of student conduct in the curriculum area through a consistent application of the Academies behaviour for learning protocols and related policies and by supporting colleagues in managing students in classrooms.
- To liaise with Line Manager and Link Governor for support and to keep up to date with developments and issues in the curriculum area.
- To regularly review and evaluate standards of leadership, teaching and learning in the curriculum area and to collate evidence from this to inform the curriculum area SEF and development plan.
- To effectively manage capitation for the curriculum area.
- To engage professionally, efficiently and proactively with stakeholders.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

Person Specification – Curriculum Leader:

Essential Qualities/Qualifications/Skills/Experience.

Applicants should have:

1. A passion for teaching their subject, a vision of how to engage students in that subject and a record of success based on high levels of student achievement.
2. Very good knowledge and understanding of their curriculum area including assessment strategies, recent research findings and statutory guidance.
3. Experience of planning, monitoring and evaluating an area of a schools work.
4. Developmental work in teaching and learning and an understanding of how to raise standards.
5. The determination and drive to continue learning and enjoy a successful career in education.
6. Experience in developing colleagues e.g. through mentoring, coaching or providing CPD.
7. A positive attitude, flexible approach and excellent communication skills.
8. A high level of interpersonal and organisational skills.
9. An understanding on how data can be used to support student progress and meet school targets.
10. An ability to lead, manage and develop a diverse range of colleagues.
11. A willingness to embrace the opportunities offered by academy status and to support our partner schools is essential.
12. A commitment to safeguarding and promoting the welfare of children and a satisfactory DBS disclosure.

In Conclusion:

Securing the best possible outcomes for the young people in our care is the absolute priority for me and in applying for this vacancy you will be seeking to join a highly professional and supportive team of colleagues committed to achieving exactly this. As an individual you will possess a growth mindset, be relentlessly optimistic, enthusiastic and determined with an unwavering energy and determination to make a significant contribution to the on-going success of the academy.

Visits from prospective candidates are very much encouraged. We look forward to meeting you!

Dom Kenrick
Headteacher



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

Candidate information

Individual visits:

We would be delighted to organise individual visits with any potential candidate who wishes to visit or find out more detail about a particular area of the Academy. Please contact our Reception staff on **01444 457881** to arrange a tour.

Submitting your application:

If you would like to apply for this post:

- Please complete an application form, available on the Warden Park website
- Also submit a letter of application, no longer than two sides of A4. In your letter please focus on the following:
 - ***The skills and expertise that you will bring to the role evidenced through examples of your experience and successes to date***
 - ***How you meet the wider person specification***

Your completed application along with supporting letter, should be emailed to jobs@wardenpark.co.uk by 20th January 2020. Please note that we will be considering applications as they are submitted up until the closing date. Our HR Manager, Shirley Batchelor (sbatchelor@wardenpark.co.uk) will be happy to answer any questions you may have about this process or vacancy (01444 476556).

Safer Recruitment:

Warden Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks

Short listing:

The selection panel will undertake short listing wherever possible on the same day as the vacancy closing date, however if there is no closing date we will contact successfully shortlisted candidates as soon as possible. Shortlisted candidates will be notified by telephone and/or email giving them as much notice of the date of interview as possible. If shortlisted, please bring with you your passport, driving licence (both parts) and a recent bill or statement less than 3 months old along with your degree/educational certificates when you attend for interview. This is for DBS purposes and will save time later should you be appointed.



Warden Park

'The Best From All'

Headteacher: Dom Kenrick

Local information

Location:

The school is ideally situated in the lovely Sussex village of Cuckfield, in a rural location, yet within easy reach of excellent facilities and communications. There are a good range of local amenities, including restaurants, boutiques and pubs found in Cuckfield and the nearby town of Haywards Heath. Haywards Heath lies in the centre of the Mid Sussex District of West Sussex, surrounded on all sides by stunning countryside, which is less than a five-minute drive in any direction from the town centre.

The vibrant seaside city of Brighton (15 miles) offers first-rate shopping, restaurants and cultural facilities.

Transport:

There are regular trains from Haywards Heath to London and the South East (London Bridge/Victoria from 42 minutes). Gatwick airport (14 miles) has a fast rail connection to London (Victoria 30 minutes).

www.southernrailway.com

There is very easy access to the A23/M23 and in turn the M25 and national motorway network.

Schools:

There are a number of highly regarded primary schools in the area:

www.wardenparkprimary.co.uk

www.northlandswood.co.uk

www.harlandsprimaryschool.org

www.holytrinity-cuckfield.w-sussex.sch.uk

www.bolnorevillage.w-sussex.sch.uk