

HEAD OF LANGUAGES





Candidate Letter

Dear Candidate

Thank you for your interest in our Head of Languages vacancy. This is a crucial role working within the school to lead on the teaching and learning in our Languages department. We currently offer both French and Spanish to GCSE level.

We are a friendly and supportive team of enthusiastic and well-qualified staff, and we are very lucky to work with fantastic students. Staff and students alike are Proud to Belong and Proud to Achieve within our school community. We are looking for a team player who shares our passion and dedication and who is committed to continuous improvement and professional development.

Our core values of Ambition, Growth, Respect, Community, Excellence and Wellbeing are at the heart of all we do.

Please see the WMAT staff prospectus for details about what our wider Trust can offer you, and visit our school website and Facebook page to get a flavour of who we are and what we do. Please contact us if you have any questions about the role, or if you would like to visit us prior to making an application.

We look forward to seeing you in person.



Clare Talbot
Headteacher





School Information

Proud to belong – Proud to achieve

“Students’ behaviour in lessons and around the school is exemplary. They are kind and respectful towards each other, their teachers and visitors”

“The atmosphere in school is one of calm purpose and enjoyment of learning”

OFSTED, January 2018

Woolmer Hill is a successful 11-16 mixed comprehensive academy based on a wonderful 25 acre site on the outskirts of Haslemere on the Surrey, West Sussex and Hampshire borders. The school attracts students from a wide area including Thursley, Grayshott, Beacon Hill, Chiddingfold, Grayswood, Hindhead, Liphook, Churt, and Farnham, as well as Haslemere itself. We are a growing, over-subscribed and friendly school with a strong and supportive community spirit and inclusive ethos. We have high expectations of all members of our school community.

We have an inclusive approach to educating the whole person, based upon an ethos of mutual respect and active involvement in all aspects of school life. We believe that all members of our school community should be challenged to achieve their full potential. We place a great deal of emphasis on developing independent, life-long learners and work closely with our post-16 partners to ensure that our students have the qualities necessary to succeed in post-16 settings and beyond to university and the workplace. Our students are a wonderful group of young people to work with.

It is important to us that the views and contributions of our students are valued and that they are involved in decisions that affect their school. We have an active House Council and student leadership group, who meet regularly to discuss whole-school matters or to lead their own projects.

We have a House system with four houses, through which we encourage competition in a wider variety of academic, sporting and fun competitions each term. The Houses are led by staff House Leaders with student House Captains, which affords another great opportunity for student leadership.

We make maximum use of the exceptional resources available to us on the site, including our 25 acre grounds and The Edge sports centre with its large multi-purpose sports’ hall and two flood lit all-weather pitches. The Edge also has fitness suites, a dance studio, an indoor hockey pitch as well as basketball and badminton courts.

Since April 2017, we have been a member of the Weydon Multi Academy Trust (WMAT), which is providing further opportunities for students, and gives staff many opportunities for collaboration. Please



see the WMAT staff prospectus for more details. WMAT consists of Woolmer Hill School, Weydon School, The Ridgeway, Farnham Heath End School, The Abbey, The Park School and Rodborough School, with each school contributing its own strengths to the partnership.

We are also an active member of the Waverley Federation, which includes ourselves, Broadwater, Glebelands and Rodborough schools working in partnership with Godalming College. This partnership allows our students to access a range of vocationally related courses at KS4 that the Federation procures from a number of centres including Godalming College and Farnborough College.

The Waverley Federation also supports students in Key Stages 3 and 4 through the STAR project. This is a project that is intended to support students who struggle with the demands of full-time school based programmes and offers a range of courses and experiences aimed at supporting them to integrate back into mainstream education later in their educational careers.

We offer a wide range of subjects taught by specialist teachers with specialist resources. We organize our curriculum in order to maximise opportunities for our students and ensure a broad and balanced three-year KS3 curriculum. We are organised on a faculty basis with English, Mathematics, and Science at the core.

The vast majority of our Year 11 students continue with full-time education at Sixth Form level, with many going to Godalming or Alton Colleges. Other students pursue their studies at the colleges in Farnham and Guildford.

The staff are the most important resource in any school, at Woolmer Hill we have an excellent staff team, and both teachers and associate staff make a valuable contribution to the life of the school. The quality of teaching is very good and we work hard to make the experience for the students in the classroom the best that it can be. Teachers are supported by curriculum support staff and technicians. The Admin team encompasses a broad range of administrative roles that enable us to function efficiently as an Academy without over-burdening teachers with administrative tasks. All staff are generous in their use of free time to support individual students, events and activities outside the classroom.

We are a successful school and achieve high standards across the board. We constantly work hard to develop and improve both opportunities and outcomes for all of our students. We have high expectations of anyone who joins our team, but are in no doubt that the professional and personal rewards for those who work with our students are many.

Surrey schools are well known for their standard of academic excellence. Woolmer Hill is no exception. Visit our web site www.woolmerhill.surrey.sch.uk for more information or visit us to see the school in action.



Job Advert

Head of Languages Required for September 2023

“Pupils’ behaviour in lessons and around the school is exemplary. They are kind and respectful towards each other, their teachers and visitors”

“The atmosphere in school is one of calm purpose and enjoyment of learning”

OFSTED, January 2018

We are seeking a dynamic, inspirational and well-qualified teacher of Languages to join our dedicated staff body and lead our Languages team, in our expanding, oversubscribed and growing school.

This post would suit an experienced teacher of French or Spanish, with a track record of excellent teaching, excellent outcomes for students and the ability to build good relationships with students, parents and staff.

We are not just looking for an excellent teacher; we are also seeking someone who is able to scrutinise and analyse progress data, identify and plan suitable interventions for students and someone who is able to lead a small team of teachers to drive a passion for learning languages and excellent outcomes. We want to recruit someone who can think strategically and who is able to continue to drive our provision forwards and further develop our uptake of languages and our options offer within this key area.

Leadership experience would be desirable, but not essential, but the ability to want to develop professionally and undertake training is essential.

The post holder will join a team of three hard-working and dedicated language teachers who are all passionate about their students’ success, and you will be supported by a strong leadership team who are ambitious for every individual student. The post holder will also play a key role in collaborative work with other Language Leaders and Language teams across the WMAT Multi Academy Trust.

Our teachers also have excellent support from our extended Student Support Team, including the Welfare Team, Engagement Team and Learning Support team. We have a team of excellent teachers and Middle leaders across the school and our students are a delight to work with.



We are going through an expansion plan as we rapidly grow in numbers, and our school has undergone significant refurbishment, with further plans for more work over the next 18 months. This is an exciting opportunity and this post would suit an ambitious teacher looking for their first leadership role, or someone who has led a team previously or managed and led a whole school project before.

The successful candidate will:

- Be an outstanding teacher
- Have the creativity, experience, determination, organisational and teambuilding skills to drive the continued development of the Languages team
- Want the best for and from every student and every member of staff
- Be ambitious with regard to their future career

Our staff and students are “proud to belong ... proud to achieve” and we are looking for someone who will be a team player in this oversubscribed, friendly and high-achieving school where we challenge all students and staff to be the best they can be.

We are an 11-16 Academy of 800 students, situated in a fantastic location on the outskirts of Haslemere. Haslemere lies in Surrey, on the border with Hampshire and West Sussex and we have excellent road and rail links to neighbouring counties. We are situated just 3 minutes’ drive off the main A3 and we are also fortunate to have a train station in Haslemere on the mainline from Portsmouth to London Waterloo. This makes us very accessible from the South Coast or outer London areas by train or car.

Applicants are welcome to visit the school prior to an application. Please contact the Head’s PA, Mrs Geraldine Keeley, via email gkeeley@woolmerhill.surrey.sch.uk or via phone 01428 654055

Applications need to be submitted on the attached form and sent to hr@woolmerhill.surrey.sch.uk (please note we will not accept CVs)

Salary: WMAT M1 – UPS3 plus TLR2b
(£29,344 - £44,919)

Benefits: Health insurance provided for all staff

Closing date for applications: Sunday 19th February

Start date: September 2023

We reserve the right to interview early if we receive suitable applications, so please apply early to avoid disappointment.



Woolmer Hill is committed to safeguarding and promoting the welfare of children and equality and diversity in all aspects of employment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

WMAT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.'



Job Description

Post title:	Head of Languages
Salary/Grade:	WMAT M1 – UPS3 with TLR2B (£29,344 - £44,919)
Job Location:	Woolmer Hill School
Responsible for:	Language Teachers
Accountable to:	Assistant Headteacher

PURPOSE OF THE JOB

Role

Actively supporting the vision and values of Woolmer Hill, the post holder will work to provide professional strategic leadership and day to day management for Languages, ensuring that the department delivers high quality teaching to raise the standards of learning and outcomes for all students.

RESPONSIBILITIES

Details of key responsibilities:

Strategic direction and development of Languages

- Develop and implement policies and practices for Languages which reflect the school's commitment to high achievement, whereby students are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting challenging targets for students and staff
- Work with the SLT and the department to establish a clear, shared understanding of the importance of high-quality teaching of Languages that engages students and enables them to achieve challenging targets
- Analyse data, ensuring effective intervention plans are in place for individuals and groups of students
- Analyse and interpret national, local and school data, and ensure data analysis results in effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.
- Lead the development of schemes of learning to respond to all national changes in GCSEs and curriculum content



- To develop links with feeder schools to ensure progression from KS2 to KS3
- Develop fully inclusive provision of enrichment activities and clubs

Teaching and Learning

- Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational needs
- Ensure teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students effectively
- Ensure teaching and learning in Languages is of a consistently high standard and that best practice is shared across the department
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students
- Ensure effective development of students' literacy, numeracy and information technology skills, where appropriate
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting challenging targets
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject
- Provide staff and students with clear direction, expectations and targets in relation to standards of student achievement and the quality of teaching
- Establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational needs
- Evaluate the teaching of Languages in the school, utilising this information to identify effective practice and areas for improvement, taking appropriate action to improve the quality of teaching
- Ensure effective development of students' individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school
- Ensure teachers of Languages are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets
- Develop effective links with the local community, including business and industry, to extend the subject curriculum, enhance teaching and to develop students' wider understanding

Leading and Managing Staff

- Establish clear expectations and positive, healthy working relationships amongst staff involved with the subject, encouraging collaboration, team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and an accountable culture



- Performance manage staff as required to develop personal and professional effectiveness, recognising high performance and tackling inadequate performance
- Lead the professional development of staff through example and support
- Ensure trainee and Early Career Teachers are appropriately trained, supported, monitored and assessed against national and local standards and expectations
- Work directly with the SENDCO and any other staff with special educational needs expertise, to ensure that individual student passports are used to set subject-specific targets and match work well to students' needs
- Ensure that the SLT and Governors are well informed about subject policies, plans and priorities, and progress towards meeting objectives and targets,
- To work collaboratively with others, valuing diversity, utilising strengths and aspiring to achieve stretching objectives as a team, recognising the input of others
- Establish staff and resource needs for the subject and advise the SLT of likely priorities for expenditure, allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money and high-quality outcomes
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Utilise accommodation to create an effective and stimulating environment for the teaching and learning of Languages

Professional Values and Practice:

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To work collaboratively and professionally with all colleagues in school and within the Weydon MAT
- To treat students with courtesy, calmness and respect at all times, and have high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Be responsible for own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending and participating in meetings scheduled in the school calendar punctually.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Must act in compliance with data protection principles in respecting the privacy of personal information held by the School.



- Must comply with the principles of the freedom of GDPR in relation to the management of School records and information.
- Must comply with the school's Health & Safety rules and regulations and with Health & Safety legislation.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

GENERAL NOTES

- The post holder may be required to perform any other reasonable tasks as directed by the Headteacher. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the School and WMAT's equal opportunities policies and statutory responsibilities.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.

This post is subject to an enhanced DBS check



Person Specification

Quality	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree in a relevant Languages subject Qualified teacher status 	<ul style="list-style-type: none"> Higher relevant qualification
Experience	<ul style="list-style-type: none"> Experience of teaching French and / or Spanish across the age and ability range (KS3 and KS4) An outstanding practitioner in both practical and theory Evidence of excellent progress for groups of students Experience of writing Schemes of Learning 	<ul style="list-style-type: none"> Leadership experience Experience of monitoring standards Experience of raising standards
Knowledge and Understanding	<ul style="list-style-type: none"> Excellent subject knowledge Experience of preparing students for external examinations Clear understanding of effective teaching and learning. Knowledge of current curricular and assessment developments The use of assessment data to support students' learning 	
Skills	<ul style="list-style-type: none"> Develop good personal relationships within a team Establish and maintain good relationships with parents Communicate effectively (orally and in writing) to a variety of audiences Create a happy challenging and effective learning environment Use ICT effectively to support teaching and learning Receptive to new ideas, approaches and challenges 	<ul style="list-style-type: none"> Experience of writing, or contributing to the production of a departmental development plan
Personal qualities and characteristics	<ul style="list-style-type: none"> Relentless in the pursuit of excellence Reliable, punctual and well-organised Approachable, enthusiastic and able to motivate self and others Ability to prioritise and act decisively Committed to own continuing professional development Willingness to challenge others to produce positive outcomes Clear vision and an innovative approach Sense of humour 	