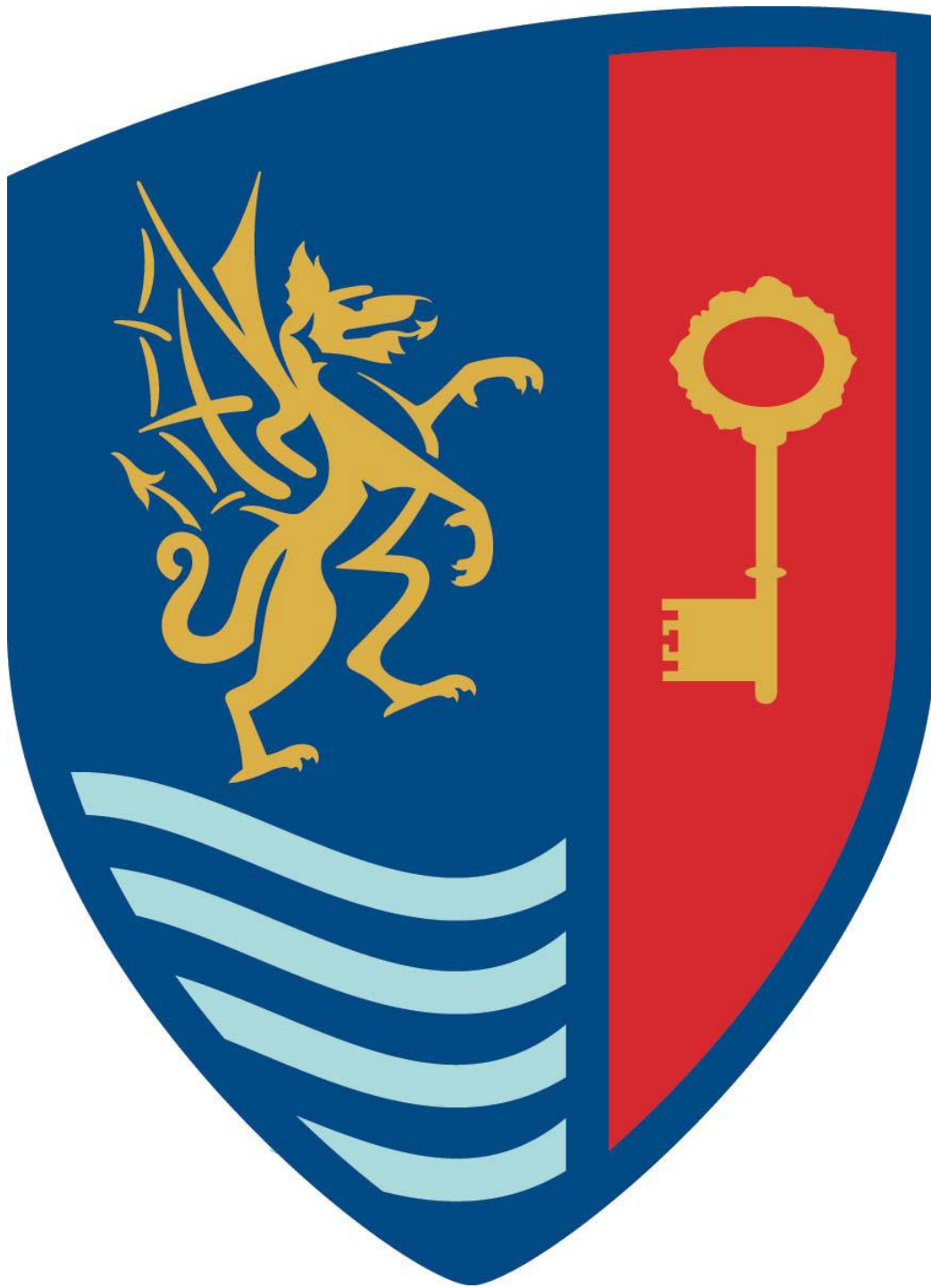




Job Pack

Deputy Subject Leader - MFL (French/ Spanish)

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The City Academy, Hackney

Values and Success

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Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of **Deputy Subject Leader - MFL (French/ Spanish)** at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, www.thecityacademy.org. I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mark Malcolm
Principal

Please note applications must be received by Monday 20th November at 9am

Job Description
Deputy and Key stage Leader of MFL
Inner London Spine + TLR 2B (£3,555)

Responsible to: Subject Leader MFL

Responsible for: Supporting the Leadership of the MFL faculty

Principal Accountabilities:

- 1) Support the subject leader in developing all aspects of MFL Education within the Academy
- 2) Provide high quality leadership of staff in the MFL Faculty.
- 3) Contribute to the leadership capacity of French and Spanish within MFL across the Academy

Main Activities and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

- Teach French and Spanish to all age groups
- To be a Tutor and/or Personal Advisor.
- Ensure pupil's progression is adequately monitored and achievements maximised.
- To efficiently address gaps in attainment of underachieving students.
- Fulfil the requirements of Academy policies as outlined in the *Academy Handbook*.

2. Leadership and Management Responsibility

- Be responsible for French and History, raising the level of attainment in MFL as a whole in accordance with Academy targets and expectations.
- Line manage staff within the MFL Faculty.
- Monitor the quality of French and Spanish teaching and learning.
- Monitor and Identify under achieving pupils from performance data.
- Address underachievement through by helping formulate and deliver strategies and approaches.
- Deputising for the subject leader as required as part of the Academy Middle Leadership Group.

Standards/ Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance pupils learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Attend and participate in open evenings and pupil performances.
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings
- Develop links with Governors, LEAs and neighbouring schools/ Academies.

Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment
- Adopting Customer Care and Quality assurance initiatives
- Fulfilling the role of Student Personal Adviser and /or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Deputy of MFL

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent	✓	
Qualified Teacher status	✓	
Experience		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.		
High quality MFL, teaching to pupils of all abilities.	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Leadership experience, including managing staff and pupils		✓
Demonstrable experience of improving student outcomes		
High quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form Tutor and or/ Pastoral work	✓	
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of department aims and to the efficient running of the MFL team	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development		✓
Ability to organise whole school/ Year based activities	✓	
Ability to think and plan strategically and manage change	✓	
Knowledge and Understanding		
Developments in the National Curriculum for MFL	✓	
Academy's strategic plan and the role to be played by the Head of Faculty and the MFL Team		✓
Developing differentiated schemes of work	✓	
Effective strategies for supporting staff to improve teaching and learning	✓	
Equal Opportunities		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Understand the needs of bilingual pupils	✓	

The City Academy, Hackney

Deputy Subject Leader - Modern Foreign Languages (MFL) French/ Spanish (Inner London Pay Spine + TLR2b, plus performance related bonuses and other benefits)

If you want to be the best, then you should probably join us

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

The Role

You will be a member of the MFL Department working closely with the Subject Leader.

This exciting and challenging post requires an enthusiastic, hardworking, conscientious and energetic individual, who is experienced in working with young people. You will be teaching French/ Spanish and ensuring children regardless of gender, ethnicity and religion achieve to the best of their ability.

Duties will include:

- Assisting the Subject Leader in leading the MFL faculty.
- Ensuring high quality teaching and learning is delivered to all students.
- Assisting the Subject Leader in developing systems and procedures to efficiently challenge under achieving students.
- Developing meaningful partnership with parents/ carers and local primary schools.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For more details about the role and how to apply please visit www.thecityacademy.org

This post is to start as soon as possible.

Please note this role is for a January start.

The closing date for applications is **Monday 20th November at 9am.**