**Todmorden High School**

Come join us! We champion our whole school values which are

**AMBITION, RESPECT, CARE AND HONESTY**

We are a recently inspected GOOD school. We are located in the beautiful Todmorden valley. We’re a thriving comprehensive school for 11 to 16-year-olds with 900 pupils.

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| Ofsted 2020 - Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot. Pupils get on well with their teachers and enjoy good relationships. Pupils know that there is always someone who will help them if they have any concerns. |

**Workload and Wellbeing** is at the forefront of all we do.

We are looking for a colleague who may be fulltime, part time, or come to us with a flexible request.

We encourage working in every formation possible, we know one size does not fit all. We endlessly support working families and champion worklife balance, we’re so much more than ‘just another school’…



# Head of MFL

As an outstanding practitioner within your own classroom, with a track record of successful leadership, you will be an applicant who champions our values of Ambition, Respect, Care and Honesty, a colleague who is loyal and is looking to come with us as we progress. We champion flexible working wherever possible and have many individual bespoke arrangements in place. There has never been a more exciting time to join a school which is open, innovative with high expectations for all.  You can have a real impact on the lives of the young people as well as developing your skills to be the best that you can be. Together, we unlock potential.

**Contract type: Permanent, fulltime/part time**

***Please set out what arrangement is attractive to you***

**Salary: MPS/UPS plus TLR £6,056 per annum**

**Responsible to: Assistant Headteacher**

**Date: September 2021**

Should you have any questions regarding this role, please email: [a.mansfield@todhigh.co.uk](mailto:a.mansfield@todhigh.co.uk) for further information.

This position closes on Tuesday 20th April at 9am.

***March 2021***

Dear Applicant,

Many thanks for your interest in working at Todmorden High School. I hope to outline everything about us.

Our aim at Todmorden High School is to enable individuals to unlock their unique potential, maximising academic experience and giving students the opportunities to thrive as a positive citizen are behind everything we do.

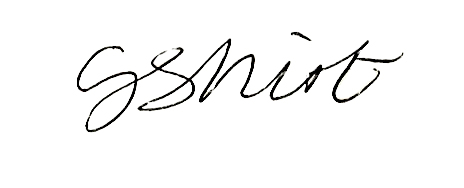
Our school values are Ambition, Respect, Care and Honesty ‘ARCH’ and these underpin all our decisions and conversations. We have a wonderful student body who we know well, each one of them bring us joy and pride. We are seeking colleagues to share our vision and values. A role model of Ambition, Respect, Care and Honesty. We welcome applications from colleagues who seek to join in our family atmosphere where the contribution of **all** is valued.

We aim to foster a thriving climate for learning, providing the very best career opportunities for existing colleagues and those that join us. Our staff are proud to be a member of our team, they thrive in their roles and are supported in order to achieve. CPD is generic and bespoke, staff feedback on CPD and wellbeing is very strong. Staff voice is viewed as a quality assurance measure and feeds into school improvement.

We offer great benefits; you would join a happy team of colleagues who share our values. Colleagues who all see the role they play in improving life chances for our students. In addition to working in a stunning countryside location you would be part of the Teachers’ Pension scheme which can be added to with childcare vouchers, cycle to work scheme, discounted gym membership and wellbeing support. We are incredibly family friendly and flexible. We support work-life balance believing that work starts and ends. Our staff retention rates are high. The opportunities for those that work hard and adhere to our values are exciting and varied.

We are oversubscribed, financially strong, growing, investing and developing.

There has never been a better time to join us and help us to unlock our individuals’ potential. Get in contact, we wait to hear from you.

Gill Shirt  
 Headteacher

**TODMORDEN HIGH SCHOOL**

**JOB DESCRIPTION**

***Purpose of the job***

To lead and manage the subject area in promoting the learning of all students.

To promote high standards of achievement.

To lead learning in a specific subject area or areas.

***Responsibilities***

The appointment is subject to the appropriate conditions of employment of teachers contained in the School Teacher’s Pay and Conditions Document and other current employment and educational legislation.

Responsible to: Named Assistant Headteacher.

Responsible for: All staff working within the subject area(s).

***Main duties***

**1) Leadership**

To provide a clear vision for the subject area and communicate the vision to all members of the school community.

To secure the commitment of all members of the department to achieving the vision and to developing a team ethos.

To promote the school focus on achievement by ensuring that whole school strategies are implemented and monitored effectively.

To promote professional development throughout the department and take responsibility for personal professional development.

To oversee the implementation of national initiatives and respond to national developments.

To quality assure all aspects of the subject areas performance.

To be a good role model for members of the department and throughout the school.

To uphold teachers’ standards and uphold and adhere to school policies and procedures.

To lead all developments within the subject area.

**2) Management**

To devise and implement strategies to ensure that subject targets are met.

To analyse subject data and identify areas of strength and areas for development.

To plan and implement strategies designed to improve teaching and learning within the subject area(s).

To promote the professional development of teachers within the subject area through classroom observation, coaching in the classroom and regular professional development discussion.

To ensure that the day to day running of the faculty is effective.

To develop and maintain good professional relationships with colleagues at all times.

To monitor the performance of staff, share good practice and challenge under performance.

**3) Learning**

To consistently teach ambitious and engaging lessons

To use evidence informed strategies as a part of classroom practice.

To be committed to personal growth and a desire to unlocking your own unique potential.

To promote excellent relationships with students and parents

*(Incorporating strategies for gaining their views on learning)*

To implement, promote and monitor effective behaviour management strategies within the department

**4) General**

To carry out any other reasonable task at the request of a member of the Leadership Team.

To work flexibly and undertake additional responsibilities when requested to do so in supporting the day to day running of the school.

**Head of Department**

**Person Specification**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * Good honours degree in relevant subject * Qualified Teacher Status |  | * Application * References |
| Knowledge and skills | * Excellent classroom practitioner * Interactive use of ICT systems for teaching and learning * Knowledge of new National Curriculum including the ability to teach GCSE and A Level * Use of intervention strategies to raise attainment of learners |  | * Application * References * Interview |
| Experience | * Two or more years successful subject specialism teaching * Excellent record of student performance in public examinations * Significant record of contribution to extra curricular activities | Experience of delivering INSET | * Application * References * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities | * Excellent communicator * Good team leader/member * Ability to inspire and motivate others * Ability to be innovative and creative * Drive and determination * Ambition |  | * Application * References * Interview |

**Role of the Form Tutor**

***Purpose of the job***

To ensure the effective learning of all students within the tutor group through effective support and challenge.

To structure the learning of students during tutor periods.

To monitor the academic and social progress of each student within the tutor group and effectively intervene where necessary.

To ensure that students are ready to learn on a daily basis and that barriers to learning are removed.

***Responsibilities***

Responsible to: Learning Manager

Responsible for: The social and academic progress of each student within the tutor group.

***Main duties***

To manage daily routines within school relating to uniform, equipment, time-keeping and readiness to learn.

To ensure that students hit target grades as reflected in interim and annual reports by:

* using data to assess students’ academic progress
* challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades
* intervening directly with students where forecast grades are significantly below target grade in more than three subjects

To oversee the behaviour of each member of the tutor group.

To monitor and promote the good lesson attendance of each member of the tutor group.

To monitor the social, emotional and physical well-being (including social integration) of each member of the tutor group.

To listen to and develop student voice within the tutor group.

To be a good role model to students.