

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Subject Leader of MFL

September 2023

Letter to Applicants

Dear applicant

Thank you for expressing an interest in our vacancy at Our Lady Queen of Peace Catholic Engineering College. Our Lady Queen of Peace is a fully inclusive Catholic school in Skelmersdale, we warmly welcome students of all abilities and backgrounds.

Our Lady Queen of Peace Catholic Engineering College is a very special Catholic community, in the heart of Skelmersdale, where everyone works hard to ensure that our young people receive an education in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises that gospel values are at the centre of every aspect of school life. Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

Our Lady Queen of Peace is looking for a subject leader who:

- Embraces the Catholic Mission and Ethos of the school
- Is passionate about their subject
- Provides strong leadership and is a good communicator
- Is ambitious and highly aspirational for students
- Wants to forge strong relationships with students of all abilities and backgrounds
- Will inspire a team to deliver great teaching and get excellent results
- Cares deeply for the vulnerable and disadvantaged
- Has high standards and expectations
- Wants to make a huge difference to the lives of our young people

French and Spanish are taught at KS3 and KS4. At KS4, students study either French or Spanish.

The school is on a journey of rapid improvement. It will provide the training and support needed. You will be a valued member of the staff team and we look forward to receiving your application.

If you wish to visit the school in advance, please contact the HR Manager Mrs N. Barber via email: n.barber@olqp.lancs.sch.uk. You will be made very welcome.

The closing date for return of completed application forms is **12 noon on Monday 18th September 2023**. Please note that interviews will be held on Tuesday 26th September 2023. Only shortlisted applicants will be contacted. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

Kind regards

Mrs. M Henshaw
Headteacher

Job Description

Mission Statement

In Christ We Grow - As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Position	Subject Leader of MFL
Allowance	TLR2.3 £7033
Required	January 2024 or sooner
Responsible to	SLT Line Manager
Responsible for	Leadership of French & Spanish
Contract	Permanent

Job purpose:

To assist the Headteacher in raising standards of student attainment and achievement within the curriculum area, in line with national and school policies/priorities. This will include leading, developing and managing the quality of teaching; monitoring and supporting student progress to raise standards and making strategic evaluations of learning, teaching, personnel, finance and premises issues in the curriculum area of MFL. The principles of our School Mission Statement 'In Christ We Grow. As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving' must underpin how we carry out our responsibilities. A key aspect of this post is to actively support the Catholic ethos of the Our Lady Queen of Peace.

Learning and Teaching

1. To support the raising of attainment in the school.
2. To set and maintain high standards of teaching and learning across the full age and ability range.
3. To ensure, in the event of staff absence, that appropriate work is supplied for the use of supply or substitute staff.
4. To ensure the provision of an appropriately broad, balanced, relevant and adaptive curriculum for students studying the subject in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher.
5. To review, develop and refine schemes of work in line with the KS3 National Curriculum framework and appropriate GCSE specifications.
6. To lead, review and develop all faculty policies and strategies in line with the strategic aims of the school.
7. To lead curriculum design and development.
8. To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching pedagogy and methodology, in general, and in the subject area in particular.
9. To manage and develop high quality teaching resources to match the needs of the curriculum and the different abilities of learners, ensuring the subject budget is spent appropriately.

10. To develop and enhance the teaching practice of others by developing self-evaluation strategies within the department to monitor, evaluate and improve the quality of teaching through:
 - Completing self-evaluation to identify strengths and areas for improvement and incorporating findings into the Subject Improvement Plan.
 - Following a structured and rigorous programme of lesson observations for all staff.
 - Developing coaching skills to provide effective feedback and advice on improvement as appropriate.
 - Monitoring of short-, medium- and long-term planning.
 - Ensuring that this process informs improvement planning with the subject.
 - Developing and formalising arrangements for the scrutiny of students' work as well as interviewing students as part of monitoring progress within the department.
 - Ensuring a high-quality learning environment within the faculty by managing, improving and monitoring.
 - Monitoring classroom behaviour and ensuring that faculty policies on sanctions are consistent with the agreed school behaviour policy and its systems.
 - Assisting in the school appraisal process by being responsible for the line management of teachers within the department for the purpose of ensuring the continued delivery of high-quality teaching and learning.
 - Liaising with senior leaders to support teachers within the department by identifying their professional development needs and enhancing teaching and learning as well as the induction of new teachers to the department, including ECTs.

Recording, Reporting and Assessment

1. To establish and implement clear policies and practices for robust assessment, recording and reporting of student attainment and progress.
2. To use assessment information to recognise student achievement, identify and address underachievement and set targets for further improvement.
3. To adhere to the whole school assessment calendar and ensure that deadlines are met.
4. To implement and monitor the assessment and marking policies to ensure effective student feedback and student response to feedback.
5. To use assessment outcomes to evaluate the effectiveness of the curriculum Intent and implementation within the subject area.
6. To ensure continuity and progression across each year within the key stage and during the transition points between key stages.
7. To ensure that subjects reports to parents on students' progress are completed to a high professional standard, by the appropriate deadline dates and are consistent with the school's reporting arrangements.
8. To contribute to reports to Governors when required.

Leadership

1. To set a clear vision and high expectations to raise academic standards across the academic disciplines within the Faculty.
2. To act as a positive role model, establish high-quality relationships, promote effective working practices, supporting and leading subject staff.
3. To ensure the delivery of an ambitious broad and balanced, high-quality inclusive curriculum.
4. To be responsible for the development of literacy skills within the subject.
5. To effectively manage, deploy and develop all teaching and support staff to ensure enhanced subject knowledge and skills by addressing staff needs through appropriate CPD opportunities.
6. To manage the financial and physical resources within the faculty to maximise effectiveness and value for money.
7. To support and maintain the aims, ethos and core values of the school and their practical expression through the implementation of agreed policies.
8. To be responsible for the production and review of the Data Check Analysis [DC1 & DC2] for each Year Group with clear targets for improvement, implementation of appropriate strategies, monitoring and review of evidence in the subject.
9. To establish consistent standards of practice within the faculty.
10. To update the Headteacher on the progress of the subject through monitoring, evaluating and reviewing subject performance within the subject in line with agreed school procedures.
11. To attend Middle Leaders' meetings each half-term and any other meetings or working parties as requested.
12. To contribute to leadership decisions on all aspects of policy formulation, development and implementation.
13. To ensure that the Health & Safety and Safeguarding policies and practices, including risk assessments in the subject area are implemented in line with national requirements and are updated regularly.
14. To liaise with Governors, when appropriate, to facilitate their overview of the leadership and management of the subject area.

Standards and Quality Assurance

1. To ensure that the subject's quality procedures meet the requirements of the school's self-evaluation strategy and the school improvement plan.
2. To attend and participate in Parents' Evenings and Certificate Evening.
3. To attend team and staff meetings.

Other Duties and Responsibilities

Other duties that the Headteacher may from time to time ask the postholder to perform.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
<p>Qualifications, Training and Experience</p>	<ul style="list-style-type: none"> • Qualified Teacher Status • A good degree in relevant subject area • An excellent track record of teaching languages across KS3 & KS4 • Ability to teach French to KS4 and Spanish to KS3 • A record of continued & relevant professional development 	<ul style="list-style-type: none"> • Knowledge of / Experience of current educational leadership and management practice and issues • Evidence of working as a reflective practitioner, using a variety of approaches to secure on-going professional development • Involvement in initiatives that have shown significant impact, securing improved outcomes for children • Catholic Certificate in Religious Studies • Additional qualifications • Honours graduate 	<p>Application Form</p> <p>References</p>
<p>Skills, Knowledge and Aptitudes</p>	<ul style="list-style-type: none"> • Excellent subject knowledge & skills • Excellent classroom practitioner and committed to high quality teaching and learning • A record of good examination results at KS4 • Drive and enthusiasm • Ability to lead by enthusing, inspiring and motivating staff and learners • Flexible, positive approach to new courses • Commitment to extra-curricular provision • Good competence in the use of ICT and a clear interest in the development of technologies in the department • Reflective practitioner • Committed to personalisation and differentiation • Commitment to inclusion • The capacity to deliver remote learning 	<ul style="list-style-type: none"> • Record of effective leadership and management skills • Experience of raising standards of teaching in others • Experience of working with colleagues from different curriculum areas • Track record of raising achievement • Ability to use data to inform planning and monitor progress • Evidence of networking to improve standards • Experience of a recent OFSTED inspection 	<p>Application Form</p> <p>References</p> <p>Task</p> <p>Interview</p>

	<ul style="list-style-type: none"> • Committed to supporting the Catholic ethos of Our Lady's • Be passionate about your subject and committed to improving teaching and learning • Excellent interpersonal and communication skills • Excited by change and challenges • Committed to the school's mantra 'proud to belong' • Good sense of humour • Capacity for hard work and resilience • Ability to form and maintain appropriate relationships and personal boundaries with learners • Ambitious • Committed to the development of extended school activities including academic study support 	<ul style="list-style-type: none"> • Practising Catholic 	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Task</p>
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PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

Appointment Process

Number of Roll : 913

Please visit our website www.olqp.org.uk for more information about the school.

Closing date for applications: 12 noon on Monday 18th September 2023
Interviews: Tuesday 26th September 2023

Applicants are asked to provide a completed application form including a supporting statement detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying.

Governors prefer applications to be returned by email to Mrs N. Barber n.barber@olqp.lancs.sch.uk

Please note: Receipt of an application will be acknowledged by email. Only successful applicants will be contacted. It is our policy to take up references for shortlisted applicants from their present school. It would assist this process if you are able to provide email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the application process, please contact us via the details below:

Our Lady Queen of Peace Catholic Engineering College
Glenburn Road
Skelmersdale
Lancashire
WN8 6JW

Tel : 01695 725635
Email : n.barber@olqp.lancs.sch.uk
Website: www.olqp.org.uk

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