

Head of MFL

Recruitment Information Pack



September 2017

Hall Lane, Dovercourt, Harwich, Essex, CO12 3TG

“Working and learning together”

Head of MFL

Recruitment Information Pack

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Dear Applicant

This is an exciting opportunity for an outstanding teacher to develop their teaching career.

Harwich and Dovercourt High School is a 11-18 mixed comprehensive school with 1100 students, servicing the area of Harwich and its surrounding villages. The school has strong links with the community, being the only secondary school in the town. It occupies a large, open site, surrounded by its own playing field and sea views. Good links exist with our partner primary schools.

At Harwich and Dovercourt High School we have high expectations and aspirations for our students. There is a purposeful and hardworking ethos amongst both staff and students. Raising achievement for all students as well as outstanding teaching and learning are school priorities. Ofsted recognises that we are a good school. We were expected in June 2016.

We are seeking to appoint an outstanding teacher or a teacher with the potential to become outstanding. There is a high quality staff development programme in place as well as many opportunities for career development.

The school is a strong community with a commitment to ensuring all students achieve their full potential. Staff give up their time generously with extra-curricular and enrichment activities as our belief is that relationships and a broad education are essential to creating a happy and successful school. You can check our website for some of the high-quality extracurricular and enrichment activities offered.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced Disclosure and Barring Service (DBS) check.

Application forms can be downloaded from the vacancy area on our website, www.hdhs.org.uk. The closing date for applications is Wednesday 24th May 2017.

I look forward to receiving your application.

Yours faithfully



Rob Garrett
Headteacher

The Application Process

The application form should be completed and emailed to personnel@hdhs.org.uk

Relocation

Up to £8K Rent subsidy, Mortgage subsidy or Relocation package (please see Relocation Policy on our website www.hdhs.org.uk/vacancies)

Queries

If you have any queries on any aspect of the application process or need additional information please contact personnel@hdhs.org.uk who is happy to discuss all aspects of the post and the school's vision.

Deadline for applications: Wednesday 24th May

Interviews: Friday 26th May

MFL Department

MFL at The Harwich and Dovercourt High School is a foundation subject taught four times per week in Years 7 and 8 at present and 3 times per week in Year 9. We have adapted our schemes of learning throughout KS3 to ensure that students have strong foundations for the new GCSE specification. MFL is an option subject at KS4 and will have 4 lessons per week from September 2017. We are well resourced department and have invested in a range of materials to support students with the new GCSE.

The department is made up of supportive, specialist teachers. The department itself is housed in four teaching rooms which are light and airy and have good display space. All rooms have interactive whiteboards and projectors. We also have a room dedicated to work with small groups of students. We are lucky to have a Learning Support Assistant who works solely within the MFL department to support our least able students.

Staff within the department are encouraged to be creative with their practice in the classroom and have been taking part in a coaching programme with a Lead Practitioner. Each programme is customised to the training and development needs identified by staff. As well as individualised training at a departmental level, training is also personalised at a whole school level where Teaching and Learning Communities meet regularly to support and develop staff.

Building on learning which takes place in our Feeder Primary Schools, all of our Year 7 students learn French. Our aim for the future is to offer dual language pathways as students progress through Harwich and Dovercourt High School. .

We feel that educational experiences outside of the classroom are vitally important. Previously we have run successful residential visits to Paris, Normandy and Berlin, where the students have been given opportunities to use the language that they have learnt in the classroom and also to experience new cultures. Also we have run day trips to Christmas Markets in Lille, Aachen and Bruges, all of which have been well received by the students.

The department employs teaching strategies which take account of different learning styles. An experiential approach to learning has been both rewarding and educational to students throughout the key-stages and is used whenever possible. Department staff have also played a key role in the development of teaching and learning across the school, running development training sessions and leading weekly teaching and learning briefings.

ICT in the classroom is an invaluable resource and each classroom has its own desktop computer and projector for interactive learning and other stimulating IT resources. Laptops, iPads and dedicated ICT rooms are also available for students to use during lesson time.

These are exciting times for the MFL Department. We have worked very hard to raise the profile of the languages within the school and to increase student achievement and enjoyment. We hope to continue this moving forward throughout this year and into the next academic year.

Harwich and Dovercourt High School
Job Description

Post Title:	HEAD OF MFL
Purpose:	<p>To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.</p> <p>To be accountable for student progress and development within the curriculum area.</p> <p>To develop and enhance the teaching practice of others.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</p> <p>To be accountable for leading, managing and developing the subject/curriculum area.</p> <p>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</p>
Reporting to:	SLT Line Manager/Deputy Headteacher
Responsible for:	Subject Managers, teaching staff and other relevant personnel within the department.
Liaising with:	Head/Deputies, Line Manager, Heads of Department, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant support staff, LA staff, external agencies, governors, parents/carers.
Working Time:	195 days per year. Full time
Salary/Grade:	TLR 2C
Disclosure level	Enhanced
Operational/ Strategic Planning	<p>To lead the development of appropriate syllabuses, resources, schemes of work, AFL and teaching and learning strategies in the faculty.</p> <p>The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</p> <p>To actively monitor and follow up student progress</p> <p>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Return to Work interviews etc.</p> <p>To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. (SIP)</p> <p>To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP/DDP and the aims and objectives of the School.</p>

Curriculum Provision:	To liaise with the Deputy Head and Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
Curriculum Development:	To lead curriculum development for the whole faculty. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To identify and explore links within and between subjects/curriculum areas.
Staffing	
Staff Development:	To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
Recruitment/ Deployment of Staff	To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. To promote teamwork and to motivate staff to ensure effective working relations. To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Quality Assurance:	To ensure the effective operation of quality control systems. To establish the process of the setting of targets within the faculty and to work towards their achievement. To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the department. To contribute to the School procedures for lesson observation. To implement School quality procedures and to ensure adherence to those within the department. To monitor and evaluate the curriculum area/faculty in line with agreed School procedures including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation.
Management Information:	To make use of analysis and evaluate performance data provided. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. To produce reports on examination performance, including the use of value-added data. To provide the Governing Body with relevant information relating to the Departmental performance and development.
Communications:	To ensure that all members of the faculty are familiar with its aims and objectives.

	<p>To ensure effective communication/consultation as appropriate with the parents of students.</p> <p>To liaise with stakeholders.</p> <p>To represent the Faculty's views and interests.</p>
Marketing and Liaison:	<p>To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and Newsletter.</p> <p>To lead the development of effective subject links with partner schools and the community, attendance where necessary at events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</p> <p>To actively promote the development of effective subject links with external agencies.</p>
Management of Resources:	<p>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</p> <p>To work with the SLT in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</p>
Pastoral System:	<p>To monitor and support the overall progress and development of students within the faculty.</p> <p>To monitor student students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</p> <p>To act as a Form Tutor and to carry out the duties associated with that role.</p> <p>To contribute to PSHEE, citizenship and enterprise according to school policy.</p> <p>To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</p>
Teaching:	<p>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</p>
Additional Duties:	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</p>
Other Specific Duties:	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other reasonable duty as specified by Headteacher not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date: 05/17