



Dame Alice Owen's School, NoR 1,031, Sixth form: 424
Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

Head of Modern Foreign Languages for September 2019
Full- time permanent post
MPS/UPS, full time, permanent role

Closing date: Wednesday 24 April 2019 at noon
Interview date: Tuesday 30 April 2019

The governors of this highly successful, partially selective, mixed school invite applications for the post of Head of Modern Foreign Languages. We seek an extremely motivated, experienced candidate to lead our very successful Languages Department (French, German, Spanish). You will need to be able to teach students up to and including A Level in at least one of these languages. The department benefits from excellent resources and a very committed and experienced team of linguists. Students study two languages from Year 7 and are obliged to continue with one until GCSE level. The successful candidate would be a specialist on one or more of our chosen languages.

In 2018, 97.5% of all students secured five or more Grades 9-4 or equivalent at GCSE, and 86% of A level entries were graded A*- B. 67% of GCSE language results were graded 7 - 9 and 53% of A Level language results were graded A*-A.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links. Accommodation on site can be available for those needing to relocate.

Please visit www.damealiceowens.herts.sch.uk > Contact us > Vacancies to download an application pack. For an informal discussion, contact Ruth Arron, Head of Modern Foreign Languages, on 01707 622870 (arronr@damealiceowens.herts.sch.uk).

Please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to ea@damealiceowens.herts.sch.uk by **Wednesday 24 April 2019**.



**DAME ALICE OWEN'S SCHOOL
THE DAME ALICE OWEN FOUNDATION – 1613**

Tel: 01707 643 441
Fax: 01707 645 011
Email: admin@damealiceowens.herts.sch.uk

**Dugdale Hill Lane
Potters Bar
Herts EN6 2DU**

**Head of Modern Foreign Languages for September 2019
Closing date: Wednesday 24 April 2019
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Application pack

Thank you for your interest in the post Head of Modern Foreign Languages (MFL). Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

This pack consists of the following information:

1. Copy of the full advertisement
2. General information on the MFL Department
3. Description of the sort of person we think would suit this post

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Ruth Arron , the Head of MFL at arronr@damealiceowens.herts.sch.uk.

How to apply and where to send your completed form

1. The completed **application form** and **person specification** must be returned to school by email by **24 April 2019**. Please send your completed applications to ea@damealiceowens.herts.sch.uk
2. Please also enclose a **letter of application** outlining why you are uniquely placed for this post.
3. Please also enclose the names and full contact details, including email addresses and mobile phone numbers if possible, of **two referees**. They are likely to be contacted after shortlisting, but before the interview stage.

We look forward to receiving your application, and thank you for your interest in our School.

A handwritten signature in black ink, reading "Hannah Denko." The signature is written in a cursive style with a period at the end.

Headteacher

Details of the School, Department and vacancy

Head of MFL (MPS/UPS) for September 2019

Full- time permanent post

Introduction

Dame Alice Owen's School is a mixed, part selective secondary school with over 1,430 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are at least 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of around 200 go to local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

Owen's has been described as "a gem of a school" in the Good School Guide and "the golden ticket" in Tatler, and benefits from some of the most able students in the country. Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over £900k of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

As you will learn through the information provided in the pack, we have much to be pleased about: in 2013 we received, the Teaching School award; we currently lead an Alliance which is a Who's Who of top schools; in 2017 we were placed as the highest achieving state school in Hertfordshire by The Times with Dame Alice Owen's achieving in the top 8% of schools nationally under the new Progress 8 measure.

Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The MFL Department

The Department achieves very well in most areas and is a compulsory subject to GCSE level. Each language runs at A level but there is still scope to grow the department. We currently run a variety of exchanges and visits including giving students the opportunity to participate in work experience in Germany!

The MFL department will be moving into our new teaching block ready for September 2019. This six million pound, state of the art building will benefit from teaching televisions in every classroom (alongside the usual whiteboards!), spacious classrooms and air conditioning. There is high quality teaching and learning across the Department and we seek out the latest developments in education to further improve the learning of our students. There are numerous ICT resources including banks of chrome books to support the learning and we encourage innovative uses of the resources available.

Teaching Programme

The MFL Department is a supportive, vibrant and successful department offering the following courses:

A Level Languages (French/German/Spanish) (AQA)

GCSE Languages (French/German/Spanish) (AQA).

The team you will join

Head of French	Ffion Gillingham
Head of Spanish	Tony Meekin
Head of German	Katja Möller
Teachers	Cristina Ballini (Spanish)
	Maria Conte (French/German/KS3 Co-ordinator)
	Oriana Cornejo-Gutierrez (Spanish)
	John Godfrey (German)
	Anne-Sophie Paine (French)
	Anna Pueyo Perez (Spanish)
	Jonathan Robinson (Spanish/German; Director, Advanced Learning Alliance)
	Katharine Wheatley (German/French; Co-ordinator, effective form time & PSHE)
	Kevin Whelan (French/German)
German Conversational Assistant	Claudia Lonsdale
	Marion Munz

French Conversational Assistant	Nadine Cord
Spanish Conversational Assistant	Deborah Portman-Pope

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Stephen Fry, Deputy Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

Successful candidates will be interviewed on **Tuesday 30 April** all day. Procedures for appointments at the school include a tour of the school, a student panel, an invitation to teach a lesson and a formal interview. We very much look forward to reading your application.

Job title: Head of Department, Teacher and Form Tutor
Reports to: SLT line manager

Job purpose

1. Lead the development, management and strategic direction of the department ensuring the highest academic standards
2. Develop the skills of those in your team so the department can continue to flourish in order to continually raise standards of teaching and learning therein
3. Be accountable for raising student achievement across all three languages
4. Be responsible for the structure and shape of the academic timetables deploying staff and resources to ensure opportunity for all and excellent value for money

Responsibilities

1. To set the tone and the ethos for language education within and beyond the curriculum ensuring outstanding public examination results
2. Articulate a clear vision showing the ability to bring the department on board to work towards that vision
3. To inspire and lead the staff within and associated with your department
4. To inspire and motivate students of all abilities
5. To ensure delivery and appropriate supervision of a programme of linguistic visits throughout the year for students of all ages and abilities
6. To support students seeking to continue their education into FE/Higher Education establishments as required by the school and the students
7. To manage the departmental budget
8. To be responsible for timetabling oral examinations, whole school/key stage examinations or alike which involve all three languages to ensure the best outcomes for students
9. Complete any additional responsibilities as reasonably required by the Headteacher

Leadership and Management

1. Lead and manage the department by providing a professional, positive, proactive and creative approach to all areas of the curriculum at all key stages
2. Support the SLT in implementing whole school practice
3. Manage and delegate job roles within the department
4. Represent the views of the department at Subject Leader Forum meetings
5. Contribute to whole school strategic planning through input into the School Improvement Plan (SIP) as well as the School Self Evaluation (SSE) where appropriate as well as the Department Improvement Plan (DIP)
6. Organise regular departmental meetings to discuss innovation in Teaching and Learning as well as to provide the opportunity to disseminate good

practice, establish and monitor standards and evaluate the progress of all students and groups against targets as well as the impact of action plans in place to continually raise standards

7. Be aware of the health and safety of all members of the school community at all times when engaged in school activities either on or off site and to deal with or report any areas of concern immediately

Through effective line management

1. Promote the wellbeing/morale of colleagues
2. Develop a team ethos
3. Provide opportunities for staff to discuss their own personal development and wellbeing
4. Support staff in receiving appropriate CPD which meets the needs of the individual, the department and the school
5. Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching
6. Provide effective Performance Management and support staff in achieving their Performance Management targets
7. Establish effective departmental communication through the timely preparation of agendas, chairing of meetings and publication of minutes
8. Support staff who may have to deal with challenging parents

New staff

1. Assist with the appointment of new staff within the department
2. Induct new staff
3. Work closely with trainees/beginner teachers as appropriate

Teaching and Learning

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations
2. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management
3. Lead curriculum change as appropriate
4. Oversee the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students
5. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required
6. Review and constantly seek to improve the quality of teaching and learning in the department through implementation of the DAOS observation schedule as well as regular book reviews and careful listening to student voice
7. Encourage staff to share good practice within the department

8. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn
9. Develop the MFL page(s) on the Dame Alice Owen's Hub/Google Classroom to facilitate independent learning across the school

Achievements and Standards

1. Analyse and interpret all performance and report data
2. Track and monitor individual students and different groups of students in order to develop appropriate action plans and interventions to share with necessary staff to bring about improvement where needed
3. Monitor the quality of teaching, learning and achievement through sampling of lessons, student voice and student work
4. Take responsibility for overall behaviour management within the department and across the school to ensure a safe, secure and structured learning environment

General requirements

1. To carry out any pastoral support roles (including being a tutor) as required
2. Provide clear and useful feedback to students and parents/carers as required
3. To attend periodical after school meetings / events such as Visitation, Parents' evenings, Whole Staff meetings or Senior Leadership Team meetings as required by the Headteacher and published in the school calendar
4. To check your email regularly and respond in a timely manner

Person Specification

	Desirable / Essential
Education	
Holds a degree (or higher) level qualification in at least one of the MFL (French, German, Spanish) or equivalent for native speakers	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Involvement in the professional development of staff	E
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	D
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Ability to motivate and coach staff to perform to the best of their ability	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multi task, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extra-curricular activities	E
Excellent Emotional Intelligence and interpersonal, communication skills	E
The ability to lead and enthuse others;	E
The ability to co-operate and co-ordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E