



North East
Learning Trust

Head of Modern Foreign Languages Applicant Information Pack

Head of MFL

Permanent

MPS/UPS plus TLR 2.3 £8,279

Required September 2025 or earlier if possible

Churchill Community College is seeking to appoint a highly qualified, motivated and ambitious leader with the highest personal and academic standards to lead our MFL Department; someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes for their students.

We are looking for a leader with drive, energy, a genuine love for teaching and learning, a passion for MFL and someone who has the vision and determination to lead the MFL Department to ensure all our students receive excellence every day.

At Churchill Community College, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

Our vision is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

The successful candidate will:

- Lead the strategic direction and development of the department
- Drive forward the quality of teaching and learning in the department
- Lead and manage staff
- Be an exemplar of best practice

Deadline: 9am on Monday 7 April 2025

Interviews will take place week commencing 7 April 2025.

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned via email to recruitment@churchillcc.org. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the School's Safeguarding Policy which is available on our website.



Job description

Post title:

Head of MFL

Responsible to:

Assistant Headteacher

Duties and responsibilities:

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

In addition to the duties above you will be required to demonstrate the leadership skills specified in the National Standards for Subject Leaders and to undertake the following responsibilities in relation to the post:

Generic Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Interim Executive Board, Executive Headteacher and Headteacher of the school.
- To act as a Curriculum Lead and be responsible for leading and developing this area.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Strategic:

- To coordinate the delivery of the MFL curriculum, resources, schemes of work, marking policies, assessment and teaching strategies in the department.
- The day-to-day management, control and operation of the curriculum provision within the department.
- To monitor and follow up student progress.
- To implement school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To manage the application of ICT in the Curriculum area.



Curriculum:

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- 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 maintain accreditation with the relevant examination and validating bodies.
- To promote and develop appropriate extra-curricular and community activities within the department.

Staffing:

- To work with Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Management:

- To ensure the effective operation of quality control systems.
- To set targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum 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 participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To produce reports within the quality assurance cycle.
- To identify appropriate courses and coordinate exam entries within the department.

Pastoral Support:

- To monitor and support the overall progress and development of students within the curriculum area
- To monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To implement the Behaviour Management system in the department so that effective learning can take place.

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.



- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the school's business.

Safeguarding

The school has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Signed: _____ (Post holder) Date: _____

Signed: _____ (Line Manager) Date: _____



Person specification

	Essential	Desirable
Education/training	• Qualified Teacher Status • First degree or equivalent in a relevant subject • Recent and relevant Continual Professional Development	• Good Honours Degree in relevant languages
Experience	• Recent and successful teacher experience in French or Spanish at both KS3 and KS4 • Ability to teach a second language at KS3 • Proven track record of delivering excellent outcomes for students of all abilities • Minimum of two years' experience in a successful MFL Department or equivalent	• Experience of leading or managing developments in the curriculum area • Experience of making a significant contribution to improving student outcomes at departmental level • Experience of organising and participating in extra-curricular work • Recent and successful teacher experience in French or Spanish at KS5 • Ability to teach a second language at KS4 or KS5
Aptitude and skills	• Excellent communication skills both verbal and written • Excellent classroom teacher • Ability to work under pressure • Ability to lead, motivate, challenge and inspire staff and students • Ability to initiate and successfully implement change	• Experience in the use of new technologies to improve teaching and learning
Personal qualities	• Reliable and conscientious • Desire and ability to learn new skills • High expectations of all students • Caring and supportive • Enthusiastic team player • Organise, plan and prioritise effectively • Flexibility, adaptability and creativity	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.



DBS:

Churchill Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

