



**NORTH CAMBRIDGE ACADEMY**  
**&**  
**NORTHSTOWE SECONDARY COLLEGE**

**Curriculum Director of Modern Foreign Languages**  
**INFORMATION PACK**

[www.northcambridgeacademy.org](http://www.northcambridgeacademy.org)

[www.northstowesc.org](http://www.northstowesc.org)

[www.cmatrust.co.uk](http://www.cmatrust.co.uk)

[www.northstowe.com](http://www.northstowe.com)

Dear Applicant

Thank you for taking an interest in our post. We wish to recruit a **Curriculum Director of Modern Foreign Languages** from September 2019 to work across North Cambridge Academy (60%) and the new Northstowe Secondary College (40%).

The successful candidate will:

- Have a passionate and uncompromising commitment to pupil achievement
- Be a believer in the potential of young people, with a mind-set that all children can experience success
- Possess outstanding communication skills and personal integrity

A commitment to working as part of a wider team is at the heart of our educational improvement philosophy and we can offer the successful candidate the opportunity to grow and develop, supported by our outstanding leaders from across the Trust.

Our ideal candidate will have a commitment to and a belief in the CMAT core values:

- Achievement for All
- Valuing People
- A High Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

I hope that when you have considered the details provided in the information pack and on the North Cambridge Academy, Northstowe Secondary College and CMAT's websites, you will make an application for this post. Please note that we have included additional information regarding Northstowe Secondary College within the information pack.

You are very welcome to contact us ([agallagher@northcambridgeacademy.org](mailto:agallagher@northcambridgeacademy.org)) if you wish to visit before making an application.

Applications should be submitted by 9am on **Monday 25<sup>th</sup> February** using the TES online application form. Your application should contain a letter of application (also called a supporting statement) of no more than two sides of A4 (or approximate equivalence within the application form) outlining why you feel that you fit the requirements of this post. Interviews will take place on **Tuesday 5<sup>th</sup> March**.

We look forward to hearing from you.

Yours faithfully



Martin Campbell (Executive Principal CMAT & Principal North Cambridge Academy)  
 Andy Daly (Executive Principal Swavesey Village College & Northstowe Secondary College)

## North Cambridge Academy & Northstowe Secondary College Curriculum Director of Modern Foreign Languages Leadership pay scale L5-10 Start date September 2019

**We are looking for an energetic, passionate and hardworking Curriculum Director of Modern Foreign Languages to work across North Cambridge Academy (60%) and the new Northstowe Secondary College (40%).**

**North Cambridge Academy** had a progress score in 2017 of +0.30 and for 2018 +0.32 and is in the top 20% of schools nationally for progress. You are looking at a small school (415 pupils) where you will make a profound difference to children's life chances.

**Northstowe Secondary College** is a brand new secondary school at the heart of the Northstowe Education Campus, due to open to Year 7 in September 2019. The College will become the cornerstone of the Northstowe Learning Community, which will in time include a primary school; a special educational needs school and a sixth-form college. The new secondary school will feature state-of-the-art facilities for science, catering and hospitality, the arts, sports and leisure, forming a comprehensive offer for our students and our local community.

The focus of the selection process will be upon getting the right person- with the appropriate record of accomplishment, skills, commitment and ambition. **This position would be suitable for those who currently teach Spanish and one other modern foreign language.**

Our ideal candidate will:

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- Be a believer in the potential of young people, with a mind-set that all children can experience success
- Possess outstanding communication skills and personal integrity

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Curriculum Directors can look forward to a high quality job package and a wide range of CPD opportunities offered by our trust and its teaching school status, along with promotion opportunities within the wider family of CMAT schools.

We can offer you

- A post with the potential for future progression both within this role and the wider trust
- The support of the wider trust network of experts and access to informal and formal professional development.
- A successful teaching school within the CMAT trust and with a strong track record of staff development
- Employee Assistance Programme to help support you in everyday life as well as career decisions
- Staff social activities, including staff fitness and wellbeing sessions
- Free breakfast at NCA in the school restaurant and free tea and coffee throughout the day.

**North Cambridge Academy** moved into a brand new state of the art building 3 years ago, which affords us an excellent working and learning environment. We are situated to the north of the city, approximately a mile from the centre of Cambridge. There is easy access from the A14 and we are close to the new Cambridge North train station. Cambridge is a vibrant university city with a growing reputation as a great place to live for both individuals and families.

**Northstowe Secondary College** is a new 11-16 Secondary College, co-located with a 400-place sixth form (opening 2024), 110-place SEN School (opening Easter 2020), Primary school and Nursery School (opening in later phases). The Secondary College will open to year 7 only in September 2019. This first intake and all future intakes will be drawn from the new town of Northstowe and the village of Longstanton. It is expected that 80 – 120 pupils will be in the first cohort of Year 7 in 2019. Based on these numbers and previous demographic projections we are planning for between three and four classes when we open in September 2019.

We encourage visits before interview and these can be arranged by contacting Alison Gallagher PA to the Principal [agallagher@northcambridgeacademy.org](mailto:agallagher@northcambridgeacademy.org)

For further information please contact Alison Gallagher PA to the Principal [agallagher@northcambridgeacademy.org](mailto:agallagher@northcambridgeacademy.org) or telephone 01223 491 530

**The closing date for applications is 9am on Monday 25<sup>th</sup> February 2019 and interviews will take place on Tuesday 5<sup>th</sup> March at North Cambridge Academy.**

***North Cambridge Academy and Northstowe Secondary College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.***

## CMAT

### Curriculum Director of MFL

**Job purpose:** *To lead the MFL curriculum ensuring high standards of teaching & learning across assigned academies.*

**Responsible for:** *The academic achievement, progress and wider experiences of students within the MFL curriculum.*

**Salary Scale:** *Leadership Group Pay Range L5 to L10*

**Responsible to:** *Principals*

#### **Job Description:**

In addition to carrying out the professional duties of a teacher, as described in the Teachers Standards and the School Teachers' Pay and Conditions Document, the successful candidate will be responsible to the Principal for key tasks / areas of responsibilities detailed below.

#### **Key areas of responsibility/tasks**

1. Ensure outstanding levels of progress and attainment in MFL by improving teaching, learning and assessment practice
  - Improve student outcomes in comparison with national measures of progress and attainment, ensuring that gaps identified for key student groups are closed rapidly
  - Ensure that the curriculum and SoW fully comply with requirements and prepare students well for examinations
  - Implement and quality assure an assessment / tracking cycle that quickly identifies underperformance to be addressed
  - Ensure student progress targets in all year groups are met through high standards of teaching and rigorous intervention
  - Ensure that robust systems are in place for marking / feedback in accordance with the Trust policies and academies' procedures
  - Identify intervention that will narrow the gap for different student groups
2. Develop / improve the capacity for students to secure high quality examination outcomes

3. In collaboration with the Principal / SLT, develop and implement strategies to improve learning and teaching in MFL across the academies.
4. Provide guidance and support to the MFL teams of staff regarding curriculum focussed developments and improvements.
5. Lead on and provide strategic direction for the delivery of MFL across the academies.
6. Contribute to each of the academies' and departments' planning processes and CPD
7. Act as a role model to all staff as an education professional, classroom practitioner, mentor and coach.
8. Contribute to driving the raising of standards and expectations across the academies.
9. Design/develop and share a range of consistent intervention strategies across the academies.
10. Complete robust and challenging appraisal of MFL Leaders in our academies
11. Complete rigorous self-evaluation / QA reviews of the MFL departments in accordance with Trust policies to drive strategic and action planning
12. Contribute to the health and safety of students and staff in accordance with health and safety regulations and the Trust's policies
13. To undertake any other duties and responsibilities as deemed appropriate by the line manager in discussion with the post holder.

***North Cambridge Academy and Northstowe Secondary College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.***

### CURRICULUM DIRECTOR OF MFL PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>	Good honours degree Qualified teacher status	Post graduate qualification	Application form
<b>Teaching experience</b>	Successful teaching experience in 11 – 16 environment	Experience of teaching across the age and ability range	References & lesson observation & interview
<b>Philosophy</b>	Commitment continuous improvement and one’s own professional development. Commitment to ‘Every Child Achieves’ and 100% Philosophy of CMAT. Commitment to sharing best practice. Belief in the positive difference high quality education opportunities make to people’s lives.		Application letter & interview
<b>Leadership and Management</b>	Excellent track record as senior/middle leader who is: <ul style="list-style-type: none"> <li>• Experienced in dealing with curriculum matters at this level</li> <li>• Passionate about education and teaching</li> <li>• Are eager for further professional development and promotion</li> <li>• Leads by example, communicates vision and inspires stakeholders</li> <li>• Dynamic, effective and efficient manager</li> <li>• An energetic, optimistic, positive and courageous practitioner</li> <li>• Someone who remains calm in adversity and is able to diffuse stressful situations</li> <li>• Good-humoured, honest and consistent</li> </ul>		Application letter and interview

<b>Professional knowledge and understanding</b>	Ability to empathise with and understand the needs of 11-18 year olds. Awareness of how to use comparative data for benchmarking target setting and monitoring. Ability to maintain confidentiality of pupil information.		Application letter & interview
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<p><b>Skills attributes and personal qualities</b></p>	<p>The interpersonal skills to communicate effectively and professionally with staff, students, parents and others.</p> <p>Ability to create a happy, challenging and effective learning environment.</p> <p>Ability to inspire the confidence of students, parents and colleagues.</p> <p>Ability to give and receive effective feedback and act to improve own performance and that of others.</p> <p>Ability to explain ideas clearly and succinctly.</p> <p>Competent user of ICT.</p> <p>Willingness to ask for advice and support where necessary.</p> <p>Self-motivated with a positive can-do attitude.</p> <p>Ability to work as part of a team responsible for supporting the process of teaching and Learning.</p> <p>Ability to work to deadlines and under pressure.</p> <p>Excellent attendance and punctuality record.</p>		<p>References &amp; interview</p>
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# OTHER INFORMATION ABOUT NORTHSTOWE SECONDARY COLLEGE

## **Northstowe Secondary College - Staffing Plans and Implementation**

### **Background**

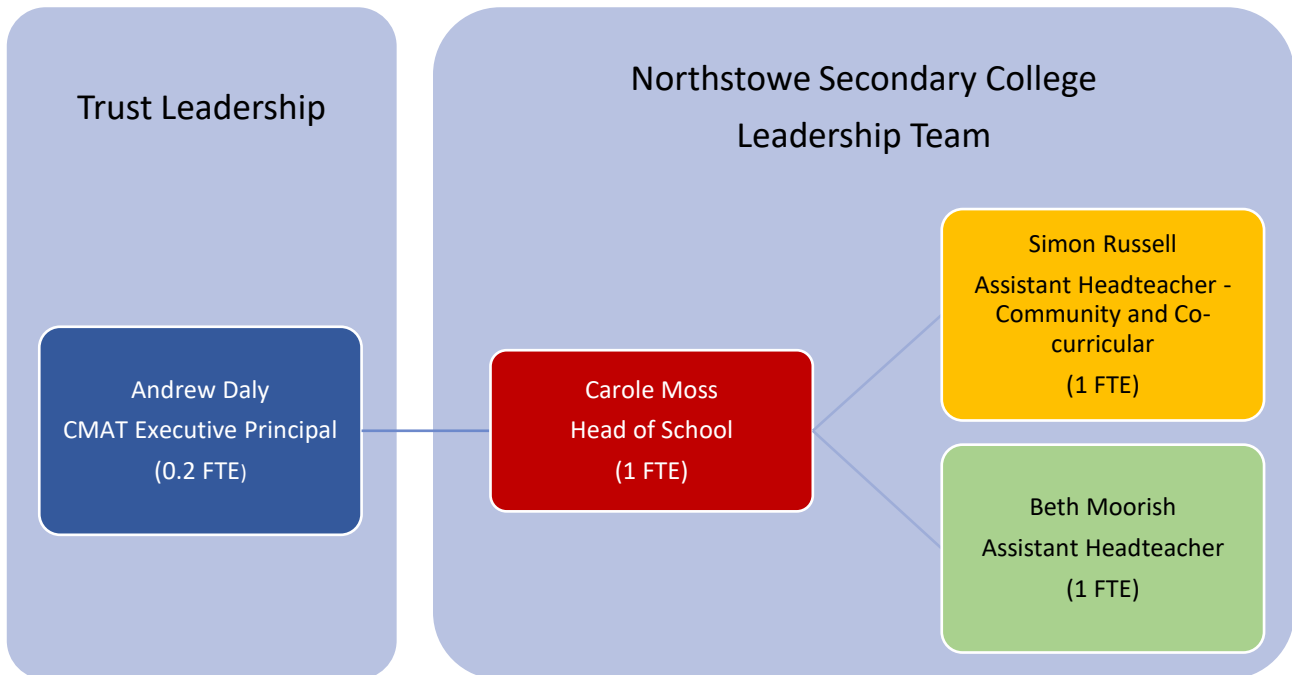
Northstowe Secondary College is a new 11-16 Secondary College, co-located with a 400 place sixth form (opening 2024), 110 place SEN School (opening Easter 2020), Primary school and Nursery School (opening in later phases). The Secondary College will open to Y7 only in September 2019. This first intake and all future intakes will be drawn from the new town of Northstowe and the village of Longstanton.

### **Cohort size**

It is expected that 80 – 100 pupils will be in the first cohort of Year 7 in 2019. Based on these numbers and previous demographic projections we are planning for between 3 and 4 classes when we open in September 2019.

### **Leadership**

We have already appointed a Head of School for Northstowe, Carole Moss and with Andy Daly Executive Principal are now planning the next phase of recruitment for staffing at Northstowe. Simon Russell, who has already significantly contributed to the development of the community integration at Northstowe, will move from his role as Director of School and Community Sport across SVC and NCA to being permanently based at Northstowe as a member of leadership team. A second Assistant Headteacher, Beth Moorish will start in September 2019.



With only four Year 7 teaching groups there is no justification for any TLR positions in the first phase of Northstowe. It is the intention of the Governors and Trust to appoint staff who will be able to contribute to the development of the College at Northstowe. Staff from Northstowe will work with colleagues in North Cambridge Academy and/or Swavesey Village College, working within wider specialist teams to share subject specific practice and pedagogy.

### House and Academic Mentoring Structure

Northstowe is due to grow to ultimately a school of 1800 pupils. At full capacity there will be 8 houses, these will grow over time with new houses being added when key total school numbers are reached. For the initial 4FE school of 600 pupils there will be 3 houses, these will exist from the opening of the school and will be based around the initial House Offices that are located in the Science, Technology and Arts areas.

For the first year with year 7 only there will be one Student Support Assistant (SSA) appointed to support the students of all of the houses.

The initial pupil body will be allocated to the three houses and within each house to one or two tutor groups depending on the total number of pupils in the school. Over time these initial Year 7 tutor groups will break down to become vertical groups when subsequent years join the school from 2020. The Tutors will work with their College Leadership Team link to support the students in their form and House. Each Tutor will have an hour a week

to support the students in their form and provide academic mentoring and support through both tutor time and dedicated 1:1 meeting time.

### Teaching Staff

The following table identifies the initial staffing hours for delivering a curriculum similar to SVC.

Teaching hrs - 3 Classes	Teaching hrs - 4 Classes	Staffing FTE	Subject Area
3	4	0.2	Computing and IT
6	8	0.4	Drama / Dance / Music – Linked to SVC
3	4	0.2	Technology
6	8	0.4	Geography
9	12	1	Maths
9	12	1	Science
3	4	0.2	Art – Linked to SVC
9	12	1	English
9	12	1	Ast. Pr - PE / Food, Health and Development
9	12	1	Head of School - History & Ethics
9	12	0.4	MFL
		0.2	SENCO

The green denotes staffing already appointed. The blue denotes teaching hours already allocated due to existing capacity and appointments.

### Recruitment / Selection Process

The Head of School and Northstowe LGB will be take a lead in decision making for the creation of the new team of staff at Northstowe. Where there are 1 FTE posts to fill in English, Maths and Science there will be a process whereby existing CMAT staff at Swavesey and North Cambridge can express an interest in these roles and will subsequently have an interview and be observed teaching in their own setting by the Head of School. The Head of School and Governors will then make the final decision about appointments, in consultation with the Executive Principal.

The remaining part time posts will be filled in discussion with Senior and Middle Leaders at North Cambridge and Swavesey to ensure that staff are capable and confident to work and lead across two sites.

## Timeline

Action	Date
Staffing Plans Published and Expressions of Interest requested	12/12/18
Expressions of Interest for Full Time posts submitted	7/1/19
Assistant Principal post advertised	14/12/19
Assistant Principal post closing date	7/1/19
Assistant Principal Interviews	21/1/19
Expressions of Interest Interviews and Observations for Full Time teaching roles	w/b 21/1/19
Teaching Staffing Finalised for Northstowe Secondary College	2/3/19
Support Staff recruitment	Post Easter 2019

**Here are the Letters sent to Parent & Carers explaining changes at SVC/Northstowe over the last year.**

Dear Parents and Carers,

As many of you may be aware, Swavesey Village College (SVC) won its bid (in 2007) to open a new secondary school in Northstowe. I am writing to you with updates on this development, including changes to the leadership and the staffing model that we will be putting in place to support the Swavesey and Northstowe schools going forward.

**Development of Northstowe Education Campus**

Swavesey remains a very popular and oversubscribed school, and every year we have managed to ensure a place for each child living in our catchment area, more recently accommodating for the growing number of 11-16 year olds by increasing capacity through the major building work that was completed in 2015. With current in-catchment projections showing a short-fall of places by 2019, the Local Authority (Cambridgeshire LA) is moving the Hatton Park Primary School (Longstanton) catchment to Northstowe.

1. The Northstowe Secondary school will open in September 2019 for Year 7 only - all children in older years will continue to come to SVC. As the 2019 Year 7 cohort moves up through the school they will be joined by anyone who moves into Northstowe or Longstanton in their year or below.
2. This means there will be ample space at SVC for children currently living in our other catchment villages, based on the most recent numbers from our partner primary schools.
3. Northstowe Secondary school will grow as a partner to SVC as part of CMAT (Cambridge Meridian Academies Trust). We will provide the same excellent level of education that is on offer at SVC, to this new community.
4. In 2007 we were also asked to provide the Post-16 provision at Northstowe. This will be open to students from both SVC and Northstowe. Students will be able to apply from other schools. This school is expected to open by 2024, if not before.
5. Last year, CMAT was successful in applying to open a special needs free school on the Northstowe campus for September 2019. We recently appointed Mary Rayner, the former OFSTED National Lead for Special Educational Needs (SEN) and Headteacher of the Harbour School, as the Executive Director of SEND to lead on this development.

6. Keir has been appointed as the design and build contractors for Northstowe and we are currently working with them on developing the design of the school.

### **Evolving staffing model**

Setting up a school from scratch will prove an exciting time and will have many clear benefits to SVC. The economies of scale from running two closely linked schools should be significant, with SVC more protected from some of the cuts that other school may have to make in these challenging financial times.

We have already benefitted from being able to recruit and retain excellent staff through our close working relationship with another of the CMAT schools, North Cambridge Academy. This has included being able to appoint, both internally and externally, significant subject expertise in Science, Maths, Sport and SEN, with the senior leaders of each of these areas working across the two schools and leading to very positive outcomes.

As we establish Northstowe Secondary school we would expect to see this model expand, and that staff with strong subject and curriculum expertise able to progress their careers with roles across this close family of schools. We will also see staffing levels increase at SVC because, in the initial years of growth at Northstowe, staff will work across both schools, resulting in one larger team with a greater range of knowledge and experience to draw upon.

### **Leadership at SVC and NSC**

In order that we can make the most efficient use of resources, and ensure that the education provided at Northstowe is of the same high standard as SVC, I have been appointed as Executive Principal to oversee the two secondary schools. I am currently involved in the design process for the Northstowe site and in designing the staffing requirements across the exciting partnership.

The leadership structure across the schools is being planned to ensure that strong operational leadership and curriculum teams will be in place at both SVC and Northstowe. Jim Stavrou was appointed as Headteacher at SVC in March 2018 and Carole Moss was appointed as Head of School Northstowe Secondary College from January 2019.

Thank you for taking the time to read this letter and if you have any questions please do not hesitate to get in touch.

Kind regards,

Andy Daly  
Executive Principal

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