



# Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM

*Our Lady of Lourdes Catholic Multi-Academy Company*



## Job Vacancy

**Head of  
Modern Foreign Languages**

*Saint Augustine's is committed to the safeguarding and welfare of young people*

# PERSON SPECIFICATION

E = Essential

D = Desirable

Saint Augustine's Catholic  
High School is  
committed to the  
Safeguarding and welfare  
of students



Deus Fortitudo Mea

QUALIFICATIONS	E	D
Qualified Teacher Status	•	
Degree in relevant subject	•	
Has evidence of outstanding practice as a classroom teacher	•	
TEACHING EXPERIENCE		
Has high levels of success in teaching Languages (specifically French & another)	•	
Ability to teach French and another subject in all key stages	•	
Has excellent subject knowledge	•	
Has excellent class management and teaching skills	•	
Experience of leading a department		•
SKILLS, QUALITIES AND ABILITIES		
Be able to lead and develop a new team of staff and curriculum	•	
Can inspire border line students to achieve their full potential	•	
Have high expectations of students learning and attainment	•	
Have high expectations of students in terms of behaviour	•	
Have the ability to motivate pupils	•	
Have a strong commitment to school improvement and raising achievement for all	•	
Ability to develop MFL enrichment	•	
Ability to develop student leadership within MFL	•	
Have the ability to work effectively as a member of a team and on own initiative	•	
Have high quality organisational skills	•	
Is able to produce high quality resources	•	
Can communicate well with students of all abilities	•	
Is highly competent in the use of ICT as a learning and teaching tool	•	
Is able to meet tight deadlines and pay attention to detail	•	
Have the ability to self- review effectively and set appropriate targets	•	
Have excellent communication and interpersonal skills	•	
Is able to lead others to improve their practice	•	
Be an effective Form Tutor able to set high standards	•	
Support the Catholic Ethos of the School	•	
Have a strong commitment to Safeguarding and the welfare of children	•	

# JOB DESCRIPTION

MI-UPS3

TLR Negotiable dependant upon experience

## Job Purpose:

To be a senior member of the Curriculum Team, developing and leading on Modern Languages at Saint Augustine's Catholic High School and Our Lady of Lourdes.

- Promoting the Catholic ethos, Mission, Aims and Objectives of Our Lady of Lourdes.
- To seek to be developed professionally e.g. becoming an SLE and participating on NPQSL course.
- To be accountable for student progress and development of MFL across all Key Stages and Academies within the MAC.  
To ensure all our students experience the very best provision and are able to achieve their potential.
- Monitor, evaluate and constantly seek to improve the quality of provision MFL across OLOL MAC to include the curriculum, quality of teaching and student outcomes to formulate robust self-evaluation and improvement strategies for MFL.
- Ensure outstanding curriculum provision at all key stages in MFL.
- Keep up to date with all changes and innovations at national/policy level and disseminating to key MFL leaders in the MAC.
- To seek out best practice in MFL in Multi-Academy Trusts and schools internationally, nationally and within OLOL and spread this across the OLOL family of academies.
- To lead and facilitate opportunities for collaborative practice across OLOL MAC focussed on improving practice and standards in MFL
- To liaise with all schools within the MAC to support effective transition and ensure accelerated progress across all key stages
- Provide strategic guidance, support and mentoring to leaders in MFL across all OLOL academies, developing and enhancing the teaching practice of others and when appropriate challenge under-performance, ensuring consistently good/outstanding teaching and learning.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department
- Deliver staff training, CPD and INSET as part of the Whole Multi-Academy programme
- Taking a leadership role in the formulation of the school's aims and objectives
- Manage a MFL budget ensuring Best Value at all time
- Align and coordinate assessment points and procedures between the all academies to enable effective cross-school moderation
- Raising student and staff levels of attainment and achievement
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims of OLOL MAC
- Be accountable for leading, managing and developing of the MFL across OLOL MAC
- Monitoring and evaluating progress towards the achievement of the Multi-Academy Companies' Priorities  
Participating in all aspects of school improvement planning

## General Responsibilities:

To lead on the development of the Modern Languages key stages and contribute to raising standards in Teaching and Learning across the schools.

- The strategic leadership and development of the Modern Languages departments
- To make a significant contribution to the Curriculum Leadership Team developing the skills of middle leaders, formulating and promoting our aims and objectives
- Leading and implementing change
- Leadership of and attendance at agreed meetings
- Ensuring practice reflects current policy and practice
- To coach and mentor members of the Modern Languages departments, and other colleagues to ensure value for money and improve effectiveness.
- To ensure that the results maintain above national status in all respects. (internal and external verification)
- Overall leadership and management of developments related to teaching and learning (assessment for learning, reporting to parents and the strategic learning and teaching groups)
- Supporting the curriculum plan and the construction of the timetable.
- Development of New Technologies within Modern Languages.

## Management of Staff:

- The strategic leadership and development of the department
- High quality leadership to create very effective teams within the department and at middle leader level
- Responsible for the line management and performance management of the subject teachers within the departments
- Participate in the recruitment and development of teaching and non-teaching staff of the department
- Participate in the appraisal of the performance of teaching staff and non-teaching staff
- Leading and contribution to INSET
- Provide professional advice and support and the identification of training needs.

## Class Teacher Responsibilities

- To maintain the Standards of the schools in the designated area
- To undertake such duties as respective Line Manager or Principal may determine as reasonably falling within the role
- To undertake whole school duties as may be reasonably determined by the respective Principals
- To carry out the duties of a teacher as set out in the current Teachers' Standards Document.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To differentiate learning tasks to ensure all learners within a group make progress in every lesson
- To regularly assess students work, give appropriate feedback and use student data to plan differentiated tasks in lessons and homework
- To ensure every student knows where they are in their learning and understands the steps required to achieve the next stage in their progress and attainment
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching

- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which as part of a departmental team stimulate learning appropriate to student needs and the demands of the syllabus being taught
- To maintain good behaviour in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, homework and dress
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To attend and participate in Parent and Open Evenings as required
- To participate in staff training, INSET and CPD opportunities
- To be a Form Tutor

**TO BE A FORM TUTOR IF NEEDED AND AVAILABLE RESPONSIBLE FOR :**

**1. *Supporting, guiding and promoting academic and personal excellence for a designated group of students***

- Creating a positive form identity consistent with the school's Catholic mission
- Praying with the form and leading them in assembly preparation and participation
- Attending Whole School Masses and other liturgical celebrations with the form
- Promoting and reporting on students' personal, social, spiritual and academic progress
- Delivering if required Citizenship or General Studies
- Supporting the relevant Year Head
- Promoting high standards of attendance, punctuality, dress and behaviour
- Implementing the school's Code of Behaviour with students
- Taking an active role in addressing individual student issues and needs
- Accepting responsibility for creating a sense of community ensuring form members are happy and safe and able to learn in school

**2. *Daily procedures with a designated group of students***

- Completing the daily register for the tutor group
- Requiring students to account for absence and lateness and liaising with the Year Head as appropriate
- Dealing with returns and requests for information about students in the tutor group
- Ensuring that students comply with school expectations on personal appearance and the School's Code of Conduct
- Informing students of relevant information and daily notices
- Collecting Parental returns.

**Responsible for:**

- Teachers of Modern Languages

**Responsible for the following budgets:**

- Modern Languages

*The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

This job description is current at the date shown, but following consultation with you, may be changed to reflect changes in the job which are commensurate with the salary and job title.

# Information for Candidates

## How to Apply

All candidates should complete the Catholic Education Service application form, (this can be found on the School or MAC website) including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

## Information about the school

Further information about the school can be found on the school website. [www.st-augustines.worcs.sch.uk](http://www.st-augustines.worcs.sch.uk)

## Visits to the school

Potential applicants are welcome to visit the school, please contact Mr G O'Connor on [goc@saintsa.co.uk](mailto:goc@saintsa.co.uk) or call 01527 550400 to arrange a visit.

## Application deadline

Closing date for applications is Thursday 20th February 2020 at 9:30am

## Applications

Completed applications should be emailed to [HR@saintsa.co.uk](mailto:HR@saintsa.co.uk) or posted for the attention of HR at Saint Augustine's Catholic High School, Stonepits Lane, Redditch, B97 5LX

## Interview candidates will need to provide evidence of;

Right to work in the UK  
Photograph ID (current passport or driving licence)  
Evidence of qualifications  
Provide ID to confirm address

## Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance

