



Are you ready to influence the life choices of 10,500 students?

**Trust Lead for
Modern Foreign Languages
Candidate Pack**





Are you a talented MFL teacher?

**Are you passionate about
languages?**

**Are you hungry for the next step in
your career?**

If so, we want to hear from you.

Welcome from the Chief Executive



Thank you for your interest in the role of Trust Lead for Modern Foreign Languages (MFL) within The Two Counties Trust.

This is an exciting time to join our Multi Academy Trust and this is a key role for the Trust and our schools. I have a clear vision for the Trust and what we need to do to be even more successful going forward whilst retaining the distinctive features and approach that has become the DNA of The Two Counties Trust. We are determined to build intrinsic motivation, demonstrate the highest of expectations and provide the scaffolds that all our students need to leave our schools ready to lead a successful life and make a special contribution to the world we share.

As a combined school and Trust based role, we want our trust lead for MFL to exemplify a model of excellent practice and lead on the development of MFL in collaboration with a team of professionals across our schools. This is an excellent opportunity to maintain a balance of time in school teaching the subject you are passionate about and having a wider leadership role, influencing others to develop practice across our schools. Our ideal candidate will have a primarily strong Spanish curriculum knowledge background.

All of our employees play a key role in making our vision a reality and this role is no exception. We are genuinely a values driven organisation and mission aligned. We recognise the importance of personal and career development and will actively support you to achieve your goals.

I hope that you find the information in this candidate pack of interest. If you would like an informal discussion about this role with Marie Sly, our Director of School Improvement, she can be contacted via msly@twocountiestrust.co.uk.

I look forward to receiving your application.

Wesley Davies
Chief Executive Officer

Who are we?

We are a medium sized Trust based in the Nottinghamshire and Derbyshire areas.



10,500

We are the Trust of choice for over 10,500 students



1,300

The employer of choice for 1,300 employees.



Why do we exist?

To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

How will we succeed?

By creating a **healthy organisation**, free from politics and confusion through clarity following the empowered to lead operating model.

By crafting and implementing a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.

By building a **compelling school culture** built on strong professional relationships where all can achieve.

By **putting people** first through high impact professional development and instructional coaching.

How do we behave?

Ambition

We maximise our potential through striving for excellence.

Teamwork

We give 100% effort, displaying kindness and humility for the benefit of all.

Honesty

We are respectfully open about our successes and areas for growth.

What do we do?



Collectively, we serve our communities by educating and preparing our students for the next steps in their lives.

What services do the Trust provide to all schools?



Finance



Estates



Health and Safety



HR



Procurement



IT



Payroll



Governance



Careers

The Future



The future is bright at The Two Counties Trust, more and more families are choosing to send their children to a Two Counties school. We continue to attract talented professionals to join our team.

With the appointment of our new CEO we have reviewed our mission and values and have set a clear path to improve based upon the four key strategic anchors. We have redefined how our school improvement team works to ensure that we are investing in leadership development and coaching.

In addition to this we are investing in our buildings and IT to ensure that we have the best learning environments for our students to learn and our staff to work.

We are under no illusion of the task in hand, but we are equally confident that the Trust will go from strength to strength. Leaders across the Trust are both supported and challenged by highly effective Trust Board and committed Local Governing Bodies.

We are determined to:

Ensure all our schools are at least good within three years of joining the Trust, and most schools to be judged outstanding.

Priority students to make at least the same progress as all students nationally.

Be consistently in the top 20 highest performing MATs nationally for student outcomes.



Why you should join The Two Counties Trust



Alongside the chance to make a difference to our schools and therefore students life choices, there are many great reasons to choose The Two Counties Trust as a great place to continue your career.

We are a Trust that recognises the importance of a happy, healthy, rewarded, and motivated workforce and as such we have developed our HR strategy to invest in our employees.

We can support your career and personal development through a range of routes and offer extensive CPD for all staff. We are also a Trust where you can make a difference, we live and breath our values and work together for the benefit of our students and the community.

In return for your contribution there are an extensive range of benefits that are accessible to you as an employee of The Two Counties Trust.

For your health and welfare we offer discounted gym membership to over 3,400 health clubs whilst Dental and Health Care plans offer you a range of benefits including worldwide dental cover, optical care, diagnostic consultation, and therapy plus a voluntary Private Medical Insurance scheme.

We also recognise that balancing everyday life and work can sometimes create pressures and to support you we provide you with access to an enhanced Employee Assistance Programme from day 1 of your employment to help you and your family manage events and issues, providing access to confidential advice on health, family, money matters, work and much more.

Our retail benefit scheme is designed to ensure that your pay goes that bit further. We offer great personal car leasing deals through our affinity scheme with Arnold Clark and extensive savings can be made through our Salary Extras scheme. This scheme saves you money on every day essentials, travel, gifts, fashion, going out and electronics providing you with access to a range of offers and discounts which are not available on the high street.

These benefits run alongside other elements of our total reward package including access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), enhanced family friendly leave and pay arrangements, free car parking, a cycle to work scheme, the opportunity to request flexible working and most importantly a friendly, professional working environment.

Trust Lead for Modern Foreign Languages

£50,644 - £55,881 per annum (Leadership scale L8-L12)

This is an exciting time to be joining our Multi Academy Trust. We operate from a Head Office in Ashfield with 9 schools in Nottinghamshire and Derbyshire along the M1 corridor. We have experienced a period of rapid growth over the last few years and as part of our ongoing development plans, we are now ready to appoint to this new role.

The successful candidate will be welcomed into a team of collaborative, forward thinking trust leaders who are all experts in their field. For part of the week you will be based in school, teaching your specialist subject, enabling you to maintain practice and continue working with students in the teaching role that you have always been passionate about. For the remainder of the week your focus will be to extend your exemplary practices, taking a lead role and working closely with subject and senior leaders across our schools to develop, implement and evaluate practices which lead to improvements in MFL. Under your leadership all of our students will be inspired to achieve their potential, raising attainment levels in this subject area.

We are looking for an experienced leader of MFL with a proven track record who is ready for the next step in their career. You will need to possess the ability to confidently lead positive change within our MFL faculties, taking pride in high standards and personal practice.

Our ideal candidate will be a practitioner that specialises in primarily in Spanish curriculum and who also has ability in French.

If we have sparked your interest, we think you will enjoy working collaboratively with other like minded professionals to deliver high quality MFL provision within our schools, so please go to our TES page to find out more and apply.

If you would like an informal discussion about this role with our Director of School Improvement please contact them via msly@twocountiestrust.co.uk.

Why join us?

We are a Trust that is committed to working together to benefit our students and staff whilst believing in empowering our leaders to lead. We are developing our People First strategic anchor through the Two Counties professional studies programme. We currently operate across nine schools which provides opportunities for all our staff for growth and promotion. With a real focus on priority groups you can make a difference where it matters the most.

This Trust has a forward-thinking HR strategy with all the professional benefits that this brings including competitive rates of pay, free parking, an increasing array of employee benefits and lifestyle options together with a strong commitment to your professional and career development.

The closing date for applications is: Friday 16 April 2021 at midday

Interviews will be held on: Wednesday 21 April 2021

We are committed to the safeguarding of all children and young people. Any offer of employment will be subject to the receipt of a satisfactory DBS disclosure, receipt of references and successful completion of vetting procedures.



Job profile

Job title:	Trust Lead for Modern Foreign Languages (MFL).
Reporting to:	Director of School Improvement
Salary:	L8 – L12 £50,644 - £55,881 per annum
Core purpose:	<p>This is a school based role for 3 days per week, teaching in the specialist field (primarily Spanish). For the remainder of the week this is a Trust based leadership role with a focus on developing best practice and leading on MFL in collaboration with a team of professionals across our schools.</p> <p>As trust lead for MFL, the post holder exemplifies a model of excellent practice, maintaining a clear focus on outstanding delivery to learners and facilitating best practice.</p> <p>The post holder will take a lead role, working closely with subject / senior leaders across Trust schools and other leading practitioners, in developing, implementing and evaluating policies and practices that lead to improvements in MFL across the Trust.</p> <p>The role will work at both a strategic and operational level across all schools, playing a crucial role in developing the direction, capacity and resources within MFL to ensure that the provision in our schools becomes and remains highly effective.</p> <p>You will have access to a budget to support your work.</p>

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities of a Trust Lead:

- To be an outstanding classroom practitioner, role model and leader who possesses an excellent knowledge of the MFL curriculum.
- To share knowledge, skills, resources and experience with others to enable practice to be developed.
- To undertake school-based research into best practice in other schools.
- To research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues.
- To contribute to curriculum development and deliver subject specific or generic CPD programmes to colleagues in other schools.

- To contribute to school improvement activity across the Trust including school-to-school support, INSET sessions, twilight sessions and training days.
- To develop high quality teaching materials and schemes of learning in our schools.
- To promote excellent practice in teaching skills through coaching and mentoring
- To ensure that high expectations and up-to-date knowledge are disseminated through CPD for subject staff across the Trust.
- To support underperforming teachers to enable them to improve their practise.
- To support Heads of Subject with subject induction and CPD for NQTs.
- To provide support for individual members of staff to generate clear professional development in accord with appropriate career progression standards.
- To embed the creative use of ICT in the classroom and beyond into teaching and learning processes.
- To lead the MFL Subject Leaders Network, ensuring sharing good practice and active engagement of all schools in the Trust.
- To undertake training and development relevant to the post and in line with the Trust's developing profile.
- To perform any other duties necessary to aid the growth and development of the post.
- To undertake specific projects or other temporary duties consistent with the objectives of the post as required from time to time.
- To carry out any other duties which are commensurate with the general level of this appointment.

Expectations of all teachers:

Teachers within the Two Counties Trust ensure that the education of students is their first concern and are accountable for maintaining high standards of professional conduct.

- Our teachers are expected to:
- Set high expectations which inspire, motivate and challenge students to fulfil their potential.
- Demonstrate consistently high standards of personal and professional conduct.
- Ensure that students are offered engaging and high quality learning opportunities.
- Facilitate, support and monitor the progress and development of students.
- Demonstrate good, current subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all students.
- Make accurate and productive use of assessment.
- Treat students with dignity, building relationships which are rooted in mutual respect, observing proper boundaries as appropriate to their professional role.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for others.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- Manage behaviour effectively in order to maintain a good and safe learning environment.
- Actively engage with performance improvement and undertake professional development activities to enhance self and job performance.

Teaching & Learning responsibilities:

Our teachers are expected to:

- Plan, teach and evaluate lessons, ensuring that the learning experience for all students is well matched to their educational needs.
- Create a stimulating environment for teaching and learning using a variety of methods which are appropriate to students' learning styles and the varying demands of curriculum.
- Deliver a high quality learning experience that meets internal and external quality standards.
- Assess, record and report on the attendance, progress, development and attainment of students.
- Provide set targets for students and provide feedback, ensuring students know how best to improve, maintaining accurate and relevant records as required.
- Maintain a positive, conducive and safe learning environment, being aware of and responding to any health and safety issues.
- Encourage high standards in punctuality and presentation of work.
- Set high expectations for students' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the behaviour policy.
- Use ICT appropriately and creatively to support effective learning.
- Consistently apply and support the development of policies which enable effective learning and inclusion.

Working with others:

Our teachers are expected to:

- Form professional and co-operative working relationships with colleagues.
- Share knowledge and expertise concerning the content, teaching strategies and learning activities that represent good practice in the relevant curriculum area(s).
- Support colleagues in the formulation of appropriate methods of assessment and recording for their curriculum area.
- Trial materials, strategies and interventions related to the subject and sharing these, and their outcomes, with colleagues in staff meetings.
- Work with parents and carers as partners in order to raise standards and achievement.

Other Duties relevant to the role:

Our teachers are expected to:

- Support and adhere to all quality assurance procedures.
- Maintain accurate records which identify and monitor the progress of all students.
- Communicate effectively with parents of students and with persons or bodies who are concerned with the welfare of students, after consultation with appropriate staff.
- Contribute to the personal, social, health, citizenship and enterprise education of students according to the agreed policy.
- Carry out a share of supervisory duties in accordance with published rosters.
- Participate in appropriate meetings with staff and parents as defined by the annual calendar.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment. This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Person Specification

Role: Trust Lead: Modern Foreign Languages (MFL)		E/D	A	I
Qualifications & Training				
1	Educated to degree level in a relevant subject.	E	✓	
2	Qualified Teacher Status	E	✓	
3	Specialist Leader in Education (SLE) or an Advanced Skills Teacher (AST)	D	✓	
4	Evidence of continuing professional development.	E	✓	
Experience				
5	An outstanding classroom practitioner who has the ability to engage all pupils including the more able and those who are disadvantaged.	E		✓
6	Successful experience and a proven track record as a leader of MFL	E	✓	✓
7	Experience of providing school-to-school support which results in a positive impact on the quality of provision and outcomes.	E	✓	✓
8	Successful experience of supporting the professional development of colleagues both in your own school and in other schools.	E	✓	✓
9	Experience of writing professional reports for a range of different audiences.	E	✓	
10	Experience of successfully raising standards	E	✓	✓
Knowledge & Understanding				
11	Knowledge of the strategies for raising students' achievement in MFL and advancing effective teaching and learning within communities where there are higher-than-average levels of deprivation	E	✓	✓
12	Possesses an excellent knowledge of the MFL curriculum (primarily Spanish)	E	✓	✓
13	Fluency in Spanish and French	E	✓	
14	Knowledge and understanding of the Ofsted Framework	E	✓	✓
Skills & Abilities				
15	Able to lead a team of subject specialists in order to improve standards in MFL across the Trust	E		✓
16	Well-developed presentation skills and comfortable with public speaking; the ability to communicate effectively with a variety of audiences and acting as an effective ambassador for the Trust.	E		✓
17	Able to work as part of a team or on own initiative	E		✓
18	Demonstrate motivation, enthusiasm and a positive response to challenges and high expectations in relation to pupil progress.	E		✓
19	Excellent time management and the ability to delegate effectively, prioritising workloads in order to meet deadlines.	E		✓
20	Ability to complete work accurately, clearly and concisely	E		✓
21	Able to communicate clearly through a variety of media to audiences with differing levels of understanding.	E		✓
22	Experienced user of MS office and school data systems	E	✓	✓
Personal Attributes				
23	Relentless focus on high quality	E		✓
24	A capacity for hard work and the ability to inspire others	E		✓

25	Pragmatic, action orientated, outcomes focused	E		✓
26	Resilient and persistent in goals, but adaptable to context and people	E		✓
27	Resilience in the face of challenges	E		✓
28	Excellent and adaptable communication skills	E		✓
29	Willingness to take risks and challenge accepted behaviours	E		✓
30	Confident and calm comfortable in a range of settings	E		✓
31	Self-aware and able to learn	E		✓
32	Reliable and trustworthy	E		✓
Other				
33	A commitment to uphold and promote equality of opportunity	E		✓
34	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓

Key: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: April 2021

How to apply



TES is our recruitment platform so please go to <https://www.tes.com/jobs/employer/-1168384> to apply for this role on-line.

Please ensure that you set out in your application why your experience and ambition is a good fit for the role of Trust Lead for MFL within The Two Counties Trust.

Please note that we receive a large number of applications and so unfortunately cannot provide feedback to everyone.

If you have not been contacted by 20 April 2021 you should assume that your application has not been successful on this occasion.

Applications must arrive by midday on Friday 16 April 2021.

Interviews will be held on Wednesday 21 April 2021.

Contact Us

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