



The Ellen Wilkinson School  
For Girls

## HEAD OF MODERN FOREIGN LANGUAGES

RECRUITMENT INFORMATION

A Specialist College for  
Science & Mathematics







## Background

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

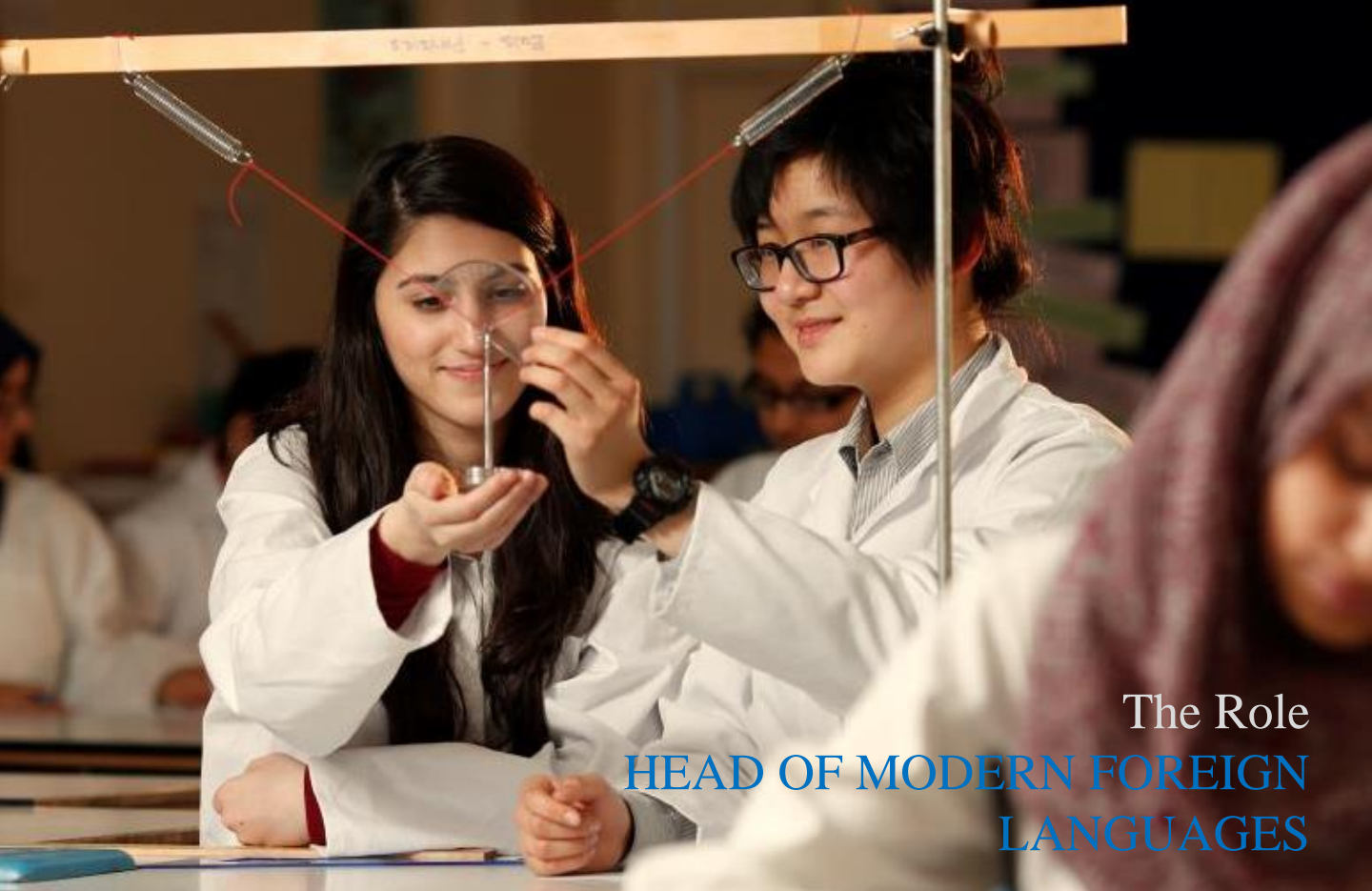
We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.







## The Role HEAD OF MODERN FOREIGN LANGUAGES

**Post Title:** Head of Modern Foreign Languages

**Report to:** Assistant Head Teacher

**Salary:** EWS Teacher Pay Scale  
TLR 1B, September start, full-time

**Supervisory Responsibility:** The post holder may be responsible for the deployment and supervision of the work of Teaching Assistants relevant to their responsibilities.

### 1. Purpose of the job

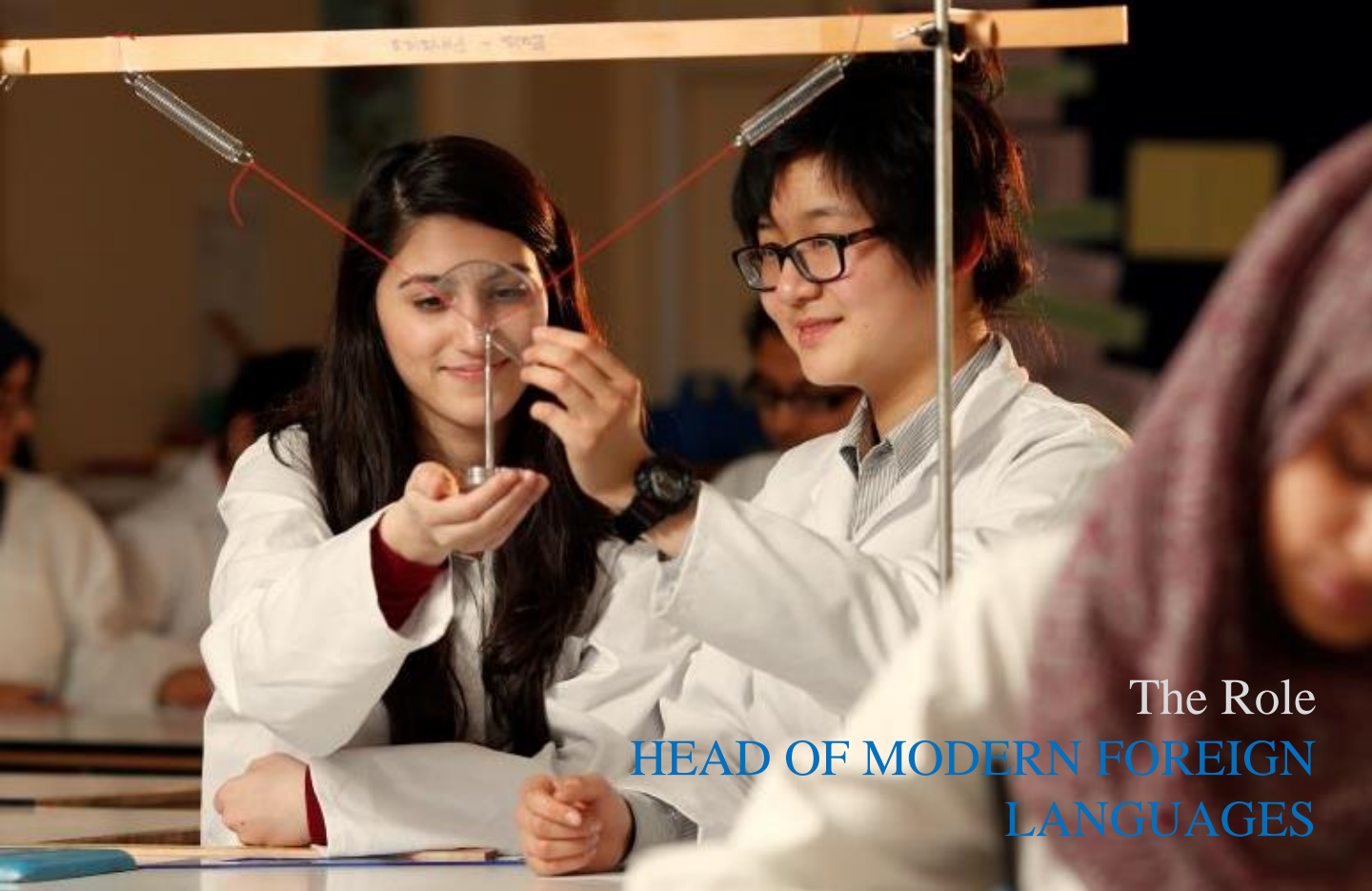
- To take overall responsibility for the leadership, management and co-ordination of all work within the department
- To provide a high quality educational experience for all students; to ensure high standards of student attainment and achievement are matched by high quality teaching and learning in every classroom
- To translate 'The Vision' of the school into a reality for our students
- To raise standards of student attainment within the particular curriculum area

### 2. Job Context

The school welcomes teachers of high professional standards and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. They are role models to pupils and -at all times- the values, vision and ethos of the school must be evident in their attitude and behaviour. They treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

They are responsible and accountable for achieving the highest possible standards in work and conduct. They are



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also responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.

Teachers must be proactive in ensuring the school's Health and Safety Policy and safeguarding of pupils are implemented both on and off school premises and when engaged in authorised school activities elsewhere.

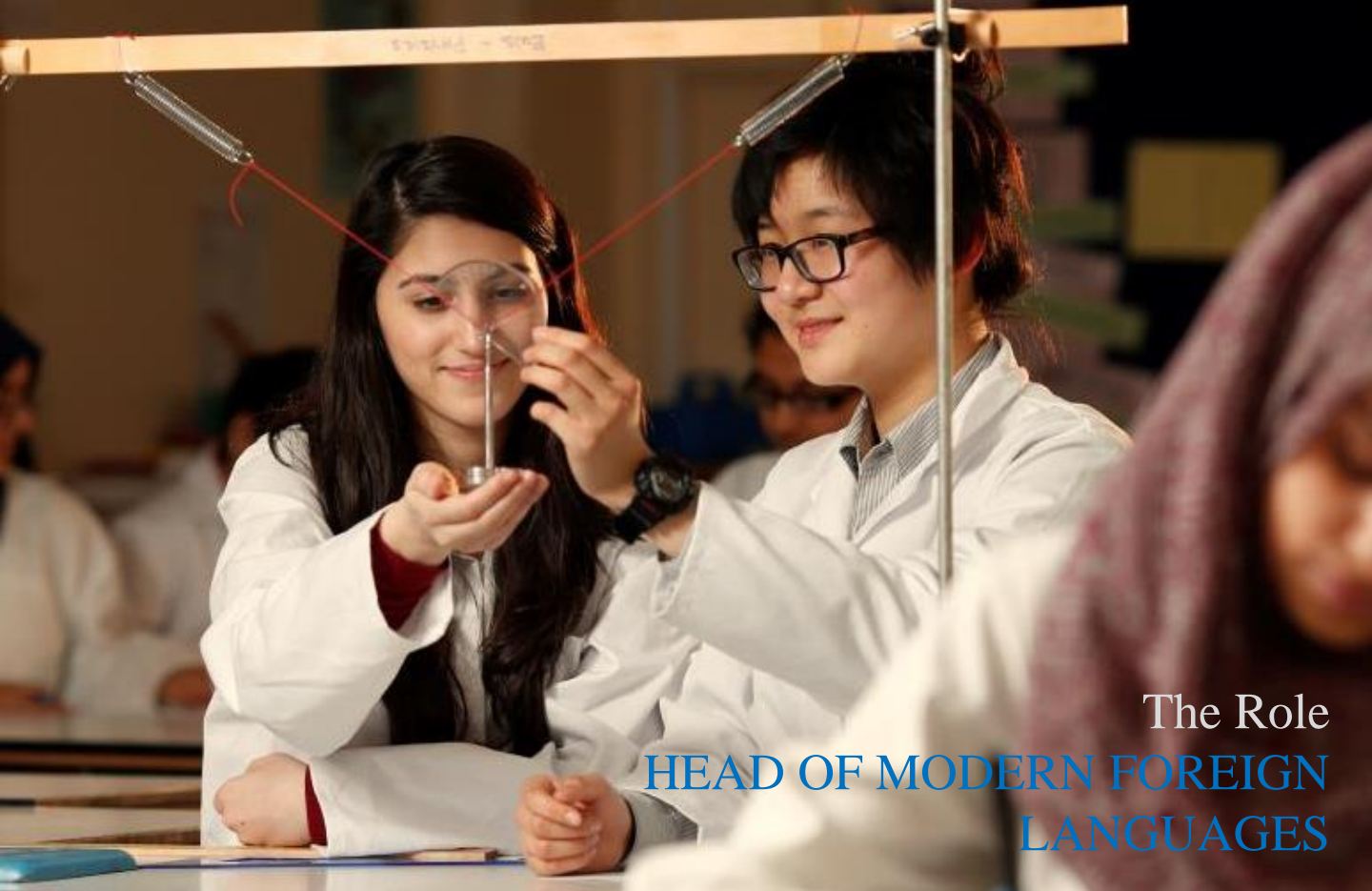
### 3. Key Tasks

#### LEADERSHIP OF LEARNING

- Monitor, support and evaluate the overall progress and development of students
- Ensure high standards of teaching
- Establish high levels of expectation of achievement by assessing, with Assessment for Learning an integral part, recording, reporting and evaluating using available data
- Ensure that strategies are in place to identify student achievement, set individual targets, establish intervention procedures and provide appropriate support and enrichment
- Ensure that learning is accessible, interesting and challenging
- Establish and maintain clear and effective communication with students and their parents
- Ensure that behaviour for learning is managed effectively in the Department in line with School policy, to maximise learning opportunities for all students
- Demonstrate appropriate and consistent progress for pupils which compares favourably with pupils in similar settings

#### MANAGEMENT OF STAFF

- Lead, motivate, deploy and manage staff
- Build team commitment with colleagues
- Act as role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Provide professional leadership and management to secure high quality teaching
- Develop and enhance the teaching practice of all subject staff, including trainees



## The Role HEAD OF MODERN FOREIGN LANGUAGES

- Lead and involve all departmental staff in planning for the Department
- Be responsible for the day to day running of the Department
- Establish consistent standards of practice within the Department and develop the effectiveness of teaching and learning strategies in line with the School's monitoring procedures
- Contribute to and implement policy and procedures for staff development, appraisal and support.
- Take an active part in School recruitment, induction and retention processes
- Foster and encourage vigorous and effective self-evaluation

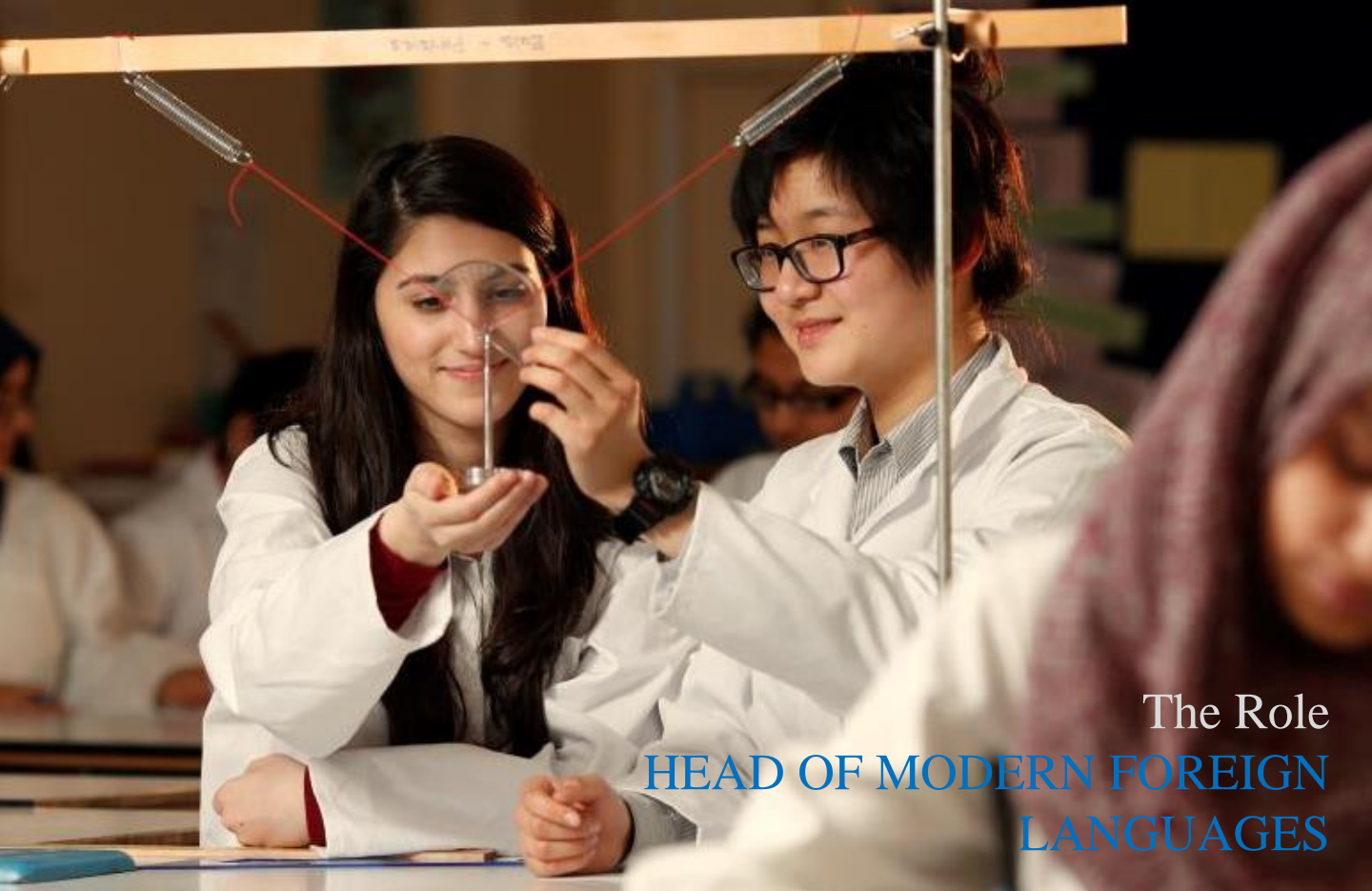
### MANAGEMENT OF CURRICULUM

- Lead curriculum development for the whole Department, ensuring that courses provide a broad, balanced, relevant and differentiated curriculum to meet the needs of all students studying in the Department
- Work with colleagues to formulate strategy, aims and objectives for the Department which have coherence and relevance to the needs of students in line with those of the School
- Keep up to date with national developments in the subject and with methodology
- Ensure that courses offered by the Department meet the needs of all the pupils as well as the requirements of all examination awarding bodies
- Provide information and data as required by the School's administration or relevant external bodies
- Represent the Department's views and interests at appropriate meetings both within the School and externally
- Contribute to PSHEE, Literacy, Numeracy, Citizenship and other cross curricular programmes as required

### MANAGEMENT OF RESOURCES

- Effectively and efficiently manage the resources and Departmental budget to support the curriculum
- Evaluate, organise and monitor the use of resources





## The Role HEAD OF MODERN FOREIGN LANGUAGES

### 4. School Culture

All teachers are expected:

- To help create a strong community, characterised by consistent, orderly, caring and respectful relationships
- To help develop a culture and ethos that is committed to achievement and the principles of equal opportunities
- To adhere to the policies and procedures of the school, in particular, those of Safeguarding, Teaching and Learning, Assessment Recording and Reporting and Health and Safety
- To make a positive contribution to the wider life and ethos of the school
- To take a full part in enrichment and enhancement activities in and beyond the school
- To create and sustain a positive class culture
- To promote the achievement of each individual pupil by setting appropriate goals and promoting high standards of achievement in work and behaviour
- To challenge behaviour that is not in line with school policy
- To keep up-to-date and adhere to the current school and national policies and procedures

### 5. Pastoral Care

Teachers are expected:

- To care for each pupil as an individual and ensure that they have the opportunities to succeed academically and develop emotionally and socially
- To provide relevant guidance to pupils on educational and social matters and on further education and future careers
- To teach relevant issues
- To liaise with relevant colleagues, including line managers
- Under the direction of a line manager, to maintain contact with parents and external services
- To perform the role of a form tutor



## The Person Specification

***Please make sure, when completing your application form, that you give clear examples of how you meet the criteria.***

### **Essential Qualification Criteria**

- All applicants must:
- Be deemed suitable to work with children
- Be qualified to degree level or above
- Be eligible to teach in the UK
- Be eligible to the right to work in the UK
- Have a good command of spoken and written Standard English

### **Experience:**

1. Teaching/training at secondary school level
2. Working/training in a multicultural environment

### **Knowledge:**

3. Have in depth knowledge of main teaching subject
4. Have up-to-date knowledge of current educational developments in relation to that subject at whole school level
5. Have awareness of current approaches and teaching strategies in main subject and any other subject offered
6. Be vigilant regarding Safeguarding

### **Skills:**

7. Ability to engender enthusiasm for the teaching subject(s) and motivating pupils through setting purposeful work
8. Ability to encourage learners to develop self-esteem. To keep themselves and others safe and to have respect for others





9. Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
10. Ability to promote high standards of achievement in work and behaviour
11. Ability to teach across the whole ability and age range of the school
12. Show a clear grasp of Assessment, Recording and Reporting (including target setting)
13. Ability to use new technology to support both the curriculum and organisation
14. Ability to monitor and evaluate teaching and learning and act upon the outcomes, including data analysis
15. Ability to assess the needs of individuals to inform lesson planning
16. Ability to prioritise, pay meticulous attention to detail, work under pressure and meet strict deadlines

#### QUALITIES

17. To show willingness (and/ or experience of) to foster good relationships with all the school's stakeholders
18. To demonstrate commitment to team work and collaboration
19. To be hardworking, determined and conscientious
20. To be a reflective practitioner, able to self-evaluate and develop professionally

***This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3. The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.***





Living and working in Ealing

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### Transport

**Tube:** The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

**Rail:** First Great Western trains from Ealing Broadway and West Ealing to Paddington take just 10 to 15 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

**Bus:** Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

**Cycle:** Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### Culture and Amenities

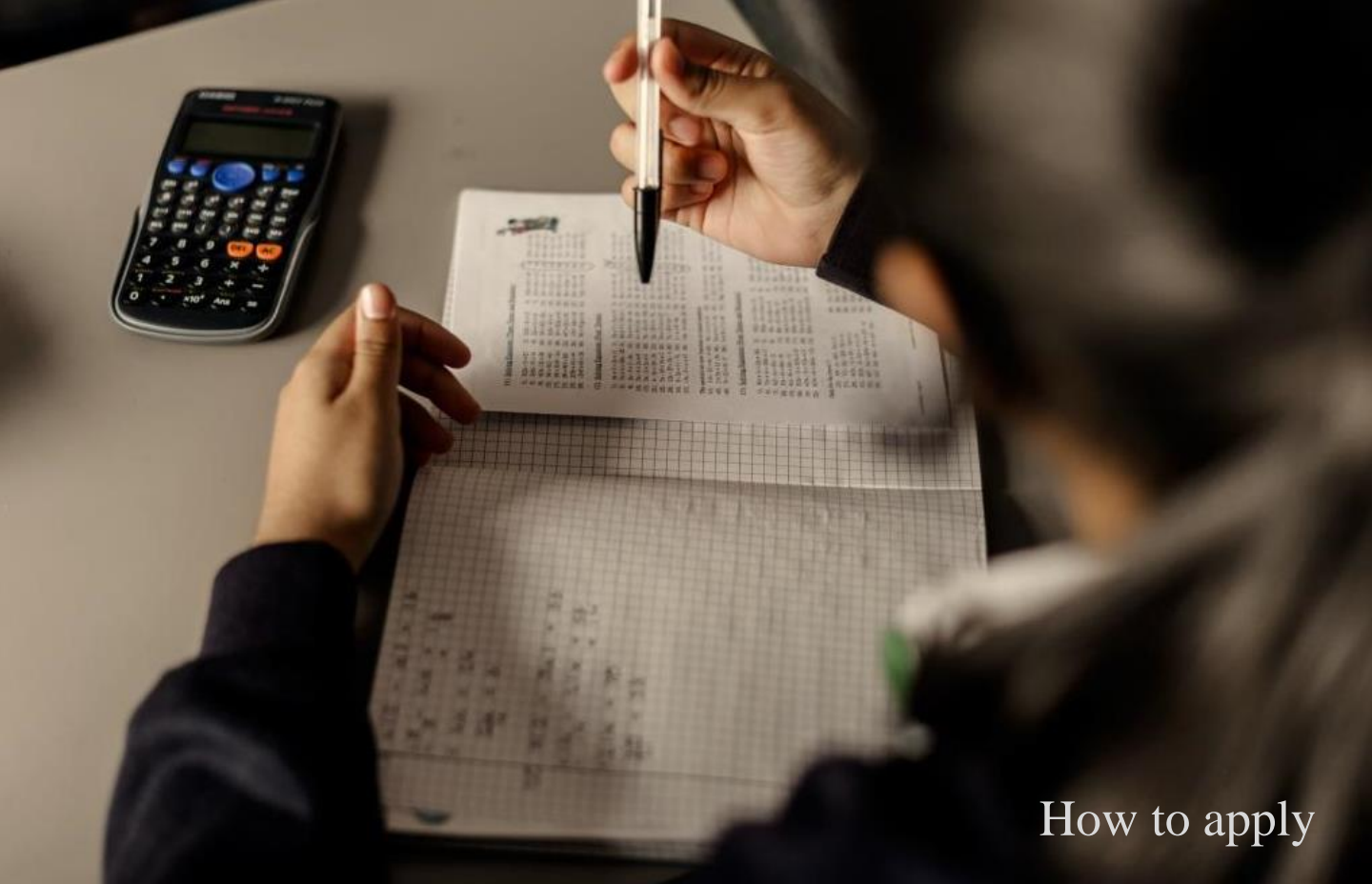
Popular restaurants and bars include The Grapevine, The Grange, and Charlotte's Place, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## How to apply

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he Ellen Wilkinson School for Girls seeks to appoint a Head of Modern Foreign Languages to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Monday, 25<sup>th</sup> March 2019 at 12pm**. We will contact shortlisted applicants only.

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

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)





The Ellen Wilkinson School  
For Girls

Queens Drive, London W3 0HW  
0208 752 1525 | [www.ellenwilkinson.ealing.sch.uk](http://www.ellenwilkinson.ealing.sch.uk)



The Ellen Wilkinson School  
For Girls

Inspiring

Passionate

Nurturing

Successful

Creative

A Specialist College for  
Science and Mathematics

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.95 (Top 2% of schools in the country)

## Head of Modern Foreign Languages September Start – Full Time TLR 1B

We are seeking to recruit an outstanding and motivated Head of Modern Foreign Languages to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

**The Closing Date for the post is Monday, 25<sup>th</sup> March 2019 at 12pm**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies) or by contacting +44 (0)208 752 1525

**Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.**