

# Teacher of MFL (French / Spanish) Full-time Vacancy Start 1<sup>st</sup> September 2022 Permanent Role

## Information for candidates



# RECRUITMENT INFORMATION PACK

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February 2022

Dear Applicant,

Thank you for your interest in Shaftesbury School. This is a key time in the development of Shaftesbury School and we are looking for a Teacher of Modern Foreign Languages to join our team as soon as possible. This will be a permanent role.

We are delighted that we have been judged by Ofsted as being “Good” in all categories, with the inspectors expecting the school to be “Outstanding” at its next inspection. Our SIAMS inspection also highlighted that we have areas of excellence across the school community and we are a place where children thrive.



It is a privilege to be the Headteacher at Shaftesbury School. The school we are building together is based upon our three core values of aspiration, action and achievement and are underpinned by the Christian foundation centred on Galatians 5:22-23, which is communicated and lived out through the Fruit of the Spirit. This is a school where every member of the community is encouraged ‘to be the best they can be’. These core values, along with the staff having the highest expectations of every student, guide my desire to ensure that we are able to inspire confident learners, who will leave Shaftesbury School with a really good level of knowledge, skills and experience to flourish in an ever-changing world.

We are pleased to be part of the Sherborne Area Schools’ Trust (SAST). There is real strength in coming together with a collective responsibility for all of the children’s development and progress between 0-19 years. We believe in preserving schools in their local community. This means that there will be considerable local expertise to support the school and staff with the chance to make a contribution to wider developments.

Shaftesbury School is a great place to work and is a beautiful town itself; most students come from Shaftesbury and the surrounding area. The school is set on the edge of the town, close to the A303 and within easy commuting distance of the south coast of England, Bath, Salisbury, Yeovil and beyond.

We are looking for someone with high expectations, who is able to motivate and organise, and also laugh and enjoy the challenges of this role. We are looking for someone who will go the extra mile and can make substantial and sustained contribution to the school support team and beyond. In return, you will join a School and Trust that is full of activity, opportunity and optimism.

We look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

**Donna London-Hill**  
**Headteacher**



## THE APPLICATION PROCESS

We look forward to receiving your application by 9am on Tuesday 15<sup>th</sup> March 2022.

Interviews will take place on Tuesday 22nd March 2022.

You are asked to provide the following:

- A completed online application form via TES or Dorset Council jobs page
- OR
- A SAST application form emailed to [HR@sast.org.uk](mailto:HR@sast.org.uk)

If you require any assistance, please email: [HR@sast.org.uk](mailto:HR@sast.org.uk) and we will respond as soon as possible.

If you would like any more information about this job role please contact [joshua.gardiner@shaftesburyschool.co.uk](mailto:joshua.gardiner@shaftesburyschool.co.uk)

Shaftesbury School, part of the Sherborne Area Schools' Trust (SAST), has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

Sherborne Area Schools' Trust recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.



## JOB DESCRIPTION

**Job Title:** Teacher of Modern Foreign Languages (French/and or Spanish)

**Grade:** QTS/ MPS/ UPS

**Reporting to:** Head of Modern Foreign Languages

**Hours:** Full Time

You are required to carry out the duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document.

### Main Job purpose:

Under the co-ordination and direction of the Head of Department, to contribute to the teaching of MFL and other work as directed.

### Relationships:

The post holder:-

- is ultimately responsible to the Headteacher in all matters and through the appropriate Assistant Headteacher, Head of Department and Year Progress Leader for academic and pastoral matters within a given tutor team;
- interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the subjects in the school curriculum and cross-curricular links, encouraging development and improving the quality of teaching and learning in the School.

### Key Tasks:

- Teaching Spanish / French and, if necessary, subsidiary subjects for which qualified to teach, and to participate in the development of appropriate syllabuses, materials and schemes of work in these subject areas, attending team meetings as necessary.
- Controlling and overseeing the use of and storage of books, stationery and other teaching materials related to their teaching and ensuring that relevant Health and Safety Regulations are observed.
- Carrying out a share of supervisory duties in accordance with published rosters or as detailed by the Headteacher.
- Participating in appropriate meetings with colleagues and parents as required in respect of duties connected with the post.
- Keeping abreast of trends and developments in education, relevant to the post.
- Undertaking other tasks/responsibilities specific to the post holder's subject area or work.
- Assisting the Year Progress Leader in their work through delegated key tasks and carry out the duties of a group tutor (if required) in respect of the students in the tutor group to include:-
  - i. the maintenance of discipline and acceptable standards of conduct and appearance of students;
  - ii. the establishment of rapport with students to develop their social and academic potential and be a main source of reference for their problems;

- iii. the marking of the tutor group register (a legal document), ensuring that all information therein is kept up to date and that absences and lateness are accounted for and taking appropriate action where they are not;
  - iv. the compilation of reports and references on the students as required, the maintenance of and conversance with the contents of the tutor group's students' files;
  - v. the monitoring of homework, student planners and the academic progress of students;
  - vi. the effective use of mentoring and tutor periods through activities/tutoring, supervising movement to and from assemblies with the tutor group, and attending tutor team meetings and briefings
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.
  - Promoting and supporting the values of an inclusive culture that is free from discrimination and harassment, which recognises the benefits and importance of a diverse trust community.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time in accordance with the School's published time budget policy, and have regard to Section 67 of a Teacher's Conditions of Employment.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



## ADVERTISEMENT

<b>Job title:</b>	Teacher of Modern Foreign Languages (French and/ or Spanish)
<b>Start Date:</b>	Immediate Start
<b>Closing Date:</b>	9am, Tuesday 15 <sup>th</sup> March 2022
<b>Interviews:</b>	Tuesday 22nd March 2022
<b>Salary:</b>	QTS/MPS/UPS
<b>Contract:</b>	Permanent Role
<b>Contract Type:</b>	Full-time

**Contact Details:** School Office - 01747 854498

<https://shaftesburyschool.co.uk>

[HR@sast.org.uk](mailto:HR@sast.org.uk)

Applications are invited for the post of teacher of Modern Foreign Languages (Spanish with French) at Shaftesbury School. This is a great opportunity to join a fantastic school community with a very dedicated and hardworking staff team, excellent facilities and wonderful students in a beautiful part of the world.

### **The successful candidate will:**

- Have a passion for all aspects of MFL teaching
- Be able to teach French and/or Spanish to GCSE would be advantageous
- Be able to teach French and/or Spanish to A 'Level Standard
- Be able to teach another offered language to KS3 level
- Have excellent communication skills and the ability to celebrate and promote high quality teaching and learning
- Have the ability to embrace and contribute to the vision of the Department and School
- Be able to build relationships
- Have a positive attitude
- Have a real interest in educational issues, approaches and alternatives from around the world
- Be proactive and motivated
- Use resources, intellect, creativity and innovation to ensure student success
- Be able to support, challenge and inspire our students, encouraging them to achieve the best they can through the promotion of outstanding teaching and learning
- Be a team player who will go the extra mile to enable student learning and who will enjoy the opportunities this role presents

### **We can provide you:**

- Supportive, experienced school team of staff and governors
- Great leadership opportunities to develop your career
- An attractive location
- The chance to make a difference and contribute to the school's future development
- Training and leadership development
- The opportunity to work within SAST, a forward-thinking and growing multi-academy trust
- Support and collaboration with other schools across the Trust.
- The expertise available from a National Teaching School
- The opportunity to be involved in the North Dorset Teaching School Alliance

The school, part of the Sherborne Area Schools' Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS.

The Trust values the diversity of our workforce and welcomes applications from all sectors of the community.



## ABOUT SHAFTESBURY SCHOOL

Shaftesbury School is 11-18 school which also has an international boarding house facilities serving students from around the globe. Shaftesbury School is successful in gaining good results for its students at both GCSE and A-level. The Sixth Form students have an excellent record of success in gaining university entrance. We are a very proud school which attracts students from around the local Dorset area.

Shaftesbury School has been a place of learning for over 200 years. The school and town have seen many changes over the years but what has not changed is our commitment to education and our core values 'aspiration, action and achievement' for all pupils.

The school is also one of 38 state boarding schools in the country and this provides a unique atmosphere to our community and one that we are extremely proud of. We value the diversity and internationalism that our boarders bring and recognise how valuable their contributions can be. We are a local school, with an international outlook.

Shaftesbury School is a wonderful place to work and has a special atmosphere and feel. It became an academy in June 2014 to sustain the quality of our outstanding provision. We joined Sherborne Area Schools' Trust (SAST) in July 2020 and are now part of a family of 17 schools in the local area.

Shaftesbury is a beautiful rural country town that has easy road and close rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast. North Dorset and the south west of England combines the space and beauty of the Dorset countryside with a variety of famous sites, events and activities for all.





## **Sherborne Area Schools' Trust (SAST) Information**

SAST is a multi-academy trust, formed in June 2017, of seven schools serving the West and North Dorset area as well as students from South Somerset. Currently, there are 17 schools with more than 5,000 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 4 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

### **Our Schools:**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children.

### **What we value – our ethos:**

#### **Partnership and Collaboration**

Our schools support each other, by sharing expertise and resources, to ensure improvement.

#### **Pursuit of Excellence**

We provide a high quality education to enable all students and staff to aspire, thrive and succeed.

#### **Holistic Lifelong Learning**

We promote the personal development of every child and a love of lifelong learning for our students and staff.

#### **Equality and Distinctiveness**

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

## **Organisation - How we work:**

All our schools are successful. Of course we recognise that we need to continually improve and evolve. The priority is to enable every School to continue to provide an excellent education for all our students while protecting the School's role at the heart of its community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to Schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

## **Partnerships:**

Partnership and collaboration is a core feature of all our Schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The Schools have always worked closely together and across Dorset and Somerset.

## **SAST Benefits:**

As part of the Sherborne Area Schools Trust, we can offer you a range of benefits including:

- High quality CPD opportunities
- Employee Assistance Programme
- Cycle to work scheme