

# BISHOP RAMSEY SCHOOL



## HEAD OF MODERN FOREIGN LANGUAGES (MFL)

WITH LEADERSHIP OF FRENCH

CANDIDATE INFORMATION • MARCH 2023

Part of the Veritas  
Educational Trust

**VERITAS**  
— EDUCATIONAL TRUST —

# INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

**I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).**

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

**Dr Hilary Macaulay**

Executive Head, Bishop Ramsey School  
CEO, Veritas Educational Trust



**"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"**

# OUR VALUES AND AIMS

## OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

## OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.





# HILLINGDON AND THE SURROUNDING AREA



HARRISON49



HARRISON49



AIMEE\_ATKINSON

- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



MALC McDONALD



JACK HILL

**The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.**

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

# THE MODERN FOREIGN LANGUAGES FACULTY

**The aim of the Modern Foreign Languages Faculty is to encourage students to enjoy the process of learning a foreign language and to enjoy the opportunities to look at different cultures and traditions throughout the world. To this end, we strive to create a culture of high expectations, engagement and learning in a rigorous but supported way.**

We have an enthusiastic, experienced and hard working team of 6 teachers who are committed to providing the best opportunities that we can for our students. We offer both French and Spanish across Key Stages 3, 4 and 5, each member of staff teaching in various combinations of both languages according to expertise.

In Years 7 to 9, French is taught as the foreign language to one half of the year group, and Spanish as the foreign language to the other half. Students then pursue their one language as they go through Bishop Ramsey. We are currently in the process of slimming down our curriculum using the sentence builders approach to language learning, to provide a more consistent experience for our students. We collaboratively plan lessons with each teacher taking responsibility for a Year group, to help us manage the workload and ensure we have a good work life balance. Staff are encouraged to adapt these lessons to suit their own styles but also to suit the students in the classroom, although we follow the EPI method broadly developed by Dr Conti.

All students are expected to continue to study their language until the end of KS3. Depending on students' pathways, the vast majority of students will study a language at GCSE with all students having that option.

We currently follow the Edexcel specification for both GCSE and A Level.

We are able to offer Spanish and French at A Level which allows staff to pursue their interests in literature and social and political issues. Class sizes at KS5 vary from 4 to 10 depending on the year.

The MFL Faculty makes every effort to provide an enriching experience for students at Bishop Ramsey in an attempt to bring something of the cultures and life of France and Spain a little closer. We are endeavouring to get our programme of

trips back up and running post the pandemic and we are hoping to run trips to Le Havre and to Seville in the next academic year – these have always proved to be very popular and are regularly over-subscribed. This is in addition to trips to the BFI, French institute, Cervantes Theatre and theatre performances in school as well as House events and competitions throughout the year. We make every effort to make our curriculum as enriching and interesting as possible.

Exam results are improving rapidly as over 84% of students in French and 71% in Spanish achieved a grade 4 or more in August 2022.

We are a supportive, friendly, hard-working and sociable Faculty and extend a very warm welcome to new members of the team.

# INFORMATION ABOUT THE POST

## HEAD OF MODERN FOREIGN LANGUAGES (MFL) (WITH LEADERSHIP OF FRENCH)

**Grade/salary** MPS + TLR 1B (Outer London)

**Immediate supervisor** Member of the Senior Leadership Team

**Supervision exercised** Directly Named members of the Faculty, including Heads of Department

**Indirectly** All teachers in the Faculty, Foreign Language Assistant and Support staff assisting the work of the Faculty

**Contacts (internal)** All teaching and relevant support staff

**Contacts (external)** Parents/carers, LEA Inspectors and Advisory Teachers, Trustees

### MAIN PURPOSE OF THE POST

- To provide strategic direction and development for the Faculty to ensure that it is well led, managed and looking for continuous improvement.
- To manage the teaching and learning of all the students in the Faculty, by ensuring that the curriculum needs of students in the Faculty are catered for and that those students can make effective progress with their studies and achieve their full potential.
- To lead the French Department within the MFL Faculty.
- To lead and manage all the staff working within the Faculty to ensure that the teaching delivered by those in the Faculty is of the highest possible standard.
- To provide quality assurance by evaluating the work of the Faculty, ensuring that the teaching and learning are of the highest standard through effective monitoring processes within the Faculty.

### KEY TASKS AND RESPONSIBILITIES

#### 1 Accountabilities

- As Head of Faculty for Modern Foreign Languages, you are accountable for the standards achieved and the progress made by the students taught by the Faculty; for the quality of teaching in the Faculty and the curriculum and extra-curricular activities offered by the Faculty.
- The post holder will be professionally accountable for the work of all staff working within the Faculty, acting as the Professional Review Manager for staff as indicated in the staffing structure.

#### 2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To safeguard and promote the welfare of children and young people, and to follow school policies and the staff Code of Conduct.
- To act as a role model for the Faculty.
- To become involved in, or to initiate, activities which help the school to improve the teaching and learning of its students.

#### 3 Strategic direction and development

- To provide a clear vision for the Faculty which is articulated to the other members of the Faculty.
- To develop a well designed and well resourced curriculum consistent with the school's aims and objectives, and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the Faculty.
- To be the lead person in the evaluation and review of the Schemes of Learning produced

for the discrete courses offered within your Department.

- To evaluate and review programmes of study, faculty policies and the Faculty Handbook on an annual basis.
- To identify areas of innovation which could be built into the Faculty Development Plan.
- To produce an annual development plan, in consultation with all members of the Faculty, where key priority areas for development are clearly identified.
- To review the Faculty Development Plan throughout the year, in consultation with all members of the Faculty.
- To liaise with other Heads of Faculty/Heads of Department, Year Directors, Leadership Team and with Trustees, parents/carers, primary schools and the wider community as appropriate.
- To contribute to the management of the whole school, including attendance at Heads of Faculty/Middle Leaders meetings.
- To contribute to the development of school policies.
- To ensure that the Faculty offers a full range of appropriate extra-curricular opportunities for students.
- To work with other Faculties/Departments to encourage extra-curricular links and take the lead in delivering certain areas.

#### **4 Management of teaching and learning**

- To encourage the use of good practice in the delivery of the curriculum by holding meetings, training sessions and coaching workshops.
- To encourage the use of good practice by organising and leading a programme of classroom observations for all members of the Faculty each year, as per the Faculty Monitoring Programme.
- To ensure that students' experience of learning Modern Foreign Languages is enriched by appropriate opportunities to use ICT.
- To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.
- To support all members of the Faculty in the use of Teaching Assistants so that the teaching and

learning of the students in the teaching group is enhanced.

- To arrange and review setting arrangements in line with school procedures across the Faculty.
- To ensure that cross-curricular themes are taught within the Faculty as required.
- To be responsible for incorporating the teaching of Work-Related themes into Schemes of Learning across the Faculty and for liaising with the Head of PSHCE.
- To ensure that relevant assessments, consistent with the demands of the National Curriculum and Examination Boards, are in place throughout the Faculty.

#### **5 Efficient and effective deployment of staff and resources**

- To maintain an attractive learning environment, displays of students' work and other appropriate education information relevant to your subject area in Faculty teaching rooms.
- To manage the Faculty capitation allocated, ensuring that it is allocated equitably between the Departments and Key Stages.
- To ensure that you carry out your duties and responsibilities under Health & Safety regulations.

#### **6 Leading and managing staff**

- To be the line manager directly of named members of the Faculty and indirectly of all teachers and other colleagues allocated to the Faculty, as indicated in the school's line management structure.
- To take responsibility for holding regular Faculty meetings in line with the school's calendar and to ensure that Faculty staff are aware of discussions and decisions made by the decision making groups of the school.
- To support other members of the Faculty with strategies to promote good behaviour in the classroom.
- To identify and support the professional development of colleagues in the Faculty.
- To supervise the work of TLR holders in the Faculty and to delegate tasks to all members of the Faculty, where appropriate, to promote the professional development of colleagues.
- To allocate the teaching groups to members of the Faculty in a fair and equitable manner so that



all teachers experience classes across the age and ability range wherever possible.

- To ensure that all members of the Faculty are aware of school and Faculty policies and act on them.
- To liaise with the Head of Access and Inclusion over the use of Teaching Assistants.
- To be responsible for the support and guidance of ECTs, SCITT Trainees and PGCE Trainees working within the Faculty.
- To advise on the appointment of staff to the Faculty.
- To ensure the administration of the Faculty is carried out efficiently, using the support provided.
- To be the line manager of a number of members of staff as directed by the Executive Headteacher.
- To act as a Review manager in the school's Performance Management Scheme.
- To ensure that the Faculty carries out its duties and responsibilities under Health and Safety Regulations.

## **7 Quality assurance**

- To lead the process of self evaluation of the Faculty according to the published policy.
- To review the standards of teaching and learning throughout the Faculty on an annual basis.
- To ensure that relevant and differentiated independent learning work is given according to the published timetable.
- To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Faculty as per the Faculty Monitoring Programme.
- To ensure that the marking of students' work is in line with the school's common marking policy and its Assessment Policy.
- To ensure that students in your teaching groups and throughout the Faculty are aware of the standard of their work and what they need to progress to the next level or grade.
- To ensure that accurate and meaningful records of students' progress are kept across the Faculty and are disseminated to all members of the Faculty.

- To ensure that the reports written by the Faculty are detailed, accurate and are available according to the published timetable.
- To ensure that the Faculty keeps accurate and meaningful records of assessments carried out as part of the requirements of the National Curriculum and Examination Board and that they are in line with the school's Assessment Policy.
- To observe colleagues at work to aid their future professional development and to inform judgements made about the teaching and learning received by the students.
- To advise the Executive Headteacher on staffing issues eg Threshold Applications, Upper Pay Scale Applications, references etc.
- To ensure that the published Faculty Monitoring Programme is carried out.
- To ensure that appropriate cover work is set by all teachers across the Faculty when they are absent from their class.

## **8 School responsibilities**

- To attend all meetings in line with the school calendar within your allocation of directed time e.g. Faculty, year team, staff meetings, consultation evenings.
- To ensure that the administration of the Faculty, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

## **9 Other tasks**

- To undertake such teaching duties as required by the Executive Headteacher in accordance with teacher regulations currently in force.
- To maintain a record of equipment and resources bought by the Faculty/Department, or which has been allocated to the Faculty/Department by the school.



# PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	E	D	A	I
A proven record of successful classroom teaching	●			●
Some evidence of interests outside your main teaching area		●		●
Experience of teaching across the full age and ability range	●		●	
Experience of school responsibilities, which have provided a thorough preparation for this post	●		●	●
Experience of school responsibilities across a range of extra curricular areas	●		●	●
Knowledge and skills	E	D	A	I
Knowledge of current educational issues to provide direction and leadership for the Faculty	●		●	●
To be able to use student data effectively to monitor the progress of individual students and to compare the standards achieved by the Faculty	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff	●			●
The ability to communicate effectively with students and adults	●			●
Personal qualities	E	D	A	I
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
The ability to motivate, guide and support colleagues	●		●	●
The ability to create and foster a team approach to the work of the Faculty	●		●	●
An ability to represent the Faculty and share its views with the Leadership Team and Trustees	●			●
Enthusiasm and sense of humour	●			●
An ability to co-operate with and motivate, guide and support colleagues	●			●
Reliability and integrity	●			●
A commitment to your own development as a leader and as a teacher	●		●	
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

# APPLICATION AND SELECTION PROCESS

## OUR CANDIDATE CHARTER

**We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.**

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

## OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



**WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU**

# SAFER RECRUITMENT IN EDUCATION



**Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

## REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

## KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

**VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**



# HOW TO APPLY FOR THIS POSITION



## INFORMATION FOR APPLICANTS

### CLOSING DATE

The closing date for applications is **Monday 24th April 2023 at 10am** with interviews commencing in the week beginning **Monday 24th April 2023**.

### APPLICATION FORM

An application form is available online at [https://www.bishopramseyschool.org/\\_site/data/files/documents/vacancy-files/40ECCB4D704582637B0A01CDF436825B.pdf](https://www.bishopramseyschool.org/_site/data/files/documents/vacancy-files/40ECCB4D704582637B0A01CDF436825B.pdf)

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to [recruitment@bishopramsey.school](mailto:recruitment@bishopramsey.school).

### EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

### MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Liz Treadaway, PA to the Executive Head and CEO, on [01895 671 051](tel:01895671051) or at [ltreadaway@bishopramsey.school](mailto:ltreadaway@bishopramsey.school).

**We look forward to hearing from you.**

# BISHOP RAMSEY SCHOOL



## Bishop Ramsey School

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## Veritas Educational Trust

A charitable company limited by  
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**VERITAS**  
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