Robert Barclay Academy

Education for a changing world

Part of Scholars' Education Trust

#Leadersnotfollowers

Vision:

In our school community, we have high aspirations for every individual. We firmly believe it is our duty to provide the very best all round educational experience and prepare students for a happy and successful life in an ever changing world!



TEACHER APPLICATION PACK

Head of MFL

MPS/UPS + TLR 2a (Part-time/Full-time)

Plus Fringe Allowance and up to £1500 relocation bursary

Further Scholars' Education Trust benefits are also available (see within)

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PiXL Partners in excellence

Arts Council England ARTSMARK GOLD

Evidence for the Frontline

Alban TSA Teaching School Alliance



Dear Candidate,

Thank you for showing an interest in working at Robert Barclay Academy, part of Scholars' Education Trust. We are looking for an enthusiastic Head of MFL to join our very successful and cohesive department. The successful candidate will be dedicated and creative, an effective teacher and have ambition to develop their leadership skills further. We work collaboratively within the school and with the other schools across the Multi-Academy Trust (MAT) and ensure that, whether you are relatively new to teaching, or more established, **you are fully supported** to ensure that you will be a success.



You will be joining the school at an exciting time: we are continuing our journey of rapid improvement. Since becoming part of the Trust, our Progress 8 Score over the last 2 years has confirmed that our students perform to national expectations. Sixth Form A-Level results also placed us in the **top 25% of all schools nationally** for value-added.

Our students are our biggest asset; they are polite and well-mannered, well presented and take pride in their school. Teaching and Learning is at the heart of everything that we do. We were particularly pleased with the feedback from a Local Authority Review **"...lessons are exceptionally well planned, with good resources and effective differentiation for various groups of students".** We continue to challenge ourselves and demand the best from our students in order that every student makes the progress they deserve.

Our ultimate aim is, of course, to be outstanding in every area. Quite simply, we want to ensure that 'hand on heart', we are providing the best education for our students. They deserve it, and **we want to ensure it is better here than anywhere else**. It is this mission that drives us to success. Hopefully, this is something you can contribute to and help us to make a difference. If appointed, you will have the opportunity to contribute to a professional and hard-working English Department. Your support and leadership will **make a real difference** to continue the journey of success of the department.

As an 'outward-facing' school, we work closely with Sir John Lawes School in Harpenden, Samuel Ryder Academy in St. Albans, Priory Academy in Dunstable and the Alban Teaching School Alliance. We are also a PiXL school, with the benefits of training, ideas and resources all these strong connections bring. **I believe in the power of collaboration** in school improvement and we are seeing the benefits of this at Robert Barclay Academy through being part of an outstanding MAT.

This pack contains lots of information about the school and the department. If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests. Finally, if you are passionate about working with young people and really believe you can join our team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.

Ced de la Croix,

Headteacher

Apple School - iPads for all

New for September 2020! The school is embarking on a new and exciting initiative!

With the recent lockdown, we have recognised that we can further enhance the quality of teaching and learning by ensuring all of our students and staff have access to an appropriate one to one personal device, to work with at home and in school. With this in mind, and with the support of our Trust Board, we are rapidly moving forward to provide every member of staff and student with an iPad and the intention is to achieve this ambitious goal by December 2021.



We have chosen iPads because Apple are a market leader in technology and iPad devices have proven themselves to be: fast, slick, robust, user friendly (as most students and staff know how to use iPhones), light (and therefore more portable), and most importantly the apps and functions available on an iPad are extremely intuitive and therefore support teaching and learning. By all students having the same device, it allows staff to plan more easily in the knowledge that all students will have access to the same app and it also allows our IT team to centrally control their usage. There is now an Apple pen which also allows this device to be used in the manner which is familiar to many i.e. making notes, writing to do lists etc. Finally, moving to iPads for all also supports our sustainability programme and our drive to become a greener school as the devices will allow us to move to become paperless.

The purpose of the iPads is to supplement the teaching and learning that is in place; not to replace it. Our partner school in the Trust, Samuel Ryder Academy, is already an Apple School and are national accredited trainers. Indeed, all the other schools across the Trust support one to one devices so we are in a good position for our staff to be able to network with others in order to share ideas and good practice.



All staff now have iPads. iPads are being issued to students on a rolling programme (starting from February 2021). You will therefore be joining us at a very exciting time as we will be supporting you with developing your IT skills in order to utilise an iPad. This will not only serve to improve your teaching, but we also plan to use iPads to support your workload and therefore your well-being, something that we take great pride in doing.

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'Leadership' Package

Robert Barclay Academy is a forward thinking and supportive school which understands that our staff is crucial to our future success. We have a strong professional and wellbeing development culture and try to ensure that we balance workloads whilst expecting the best from each and every member of our community.

We can offer:

* Professional Bursary of up to £1500 to support your relocation.
* Alban Teaching School Alliance Leadership Programmes are available annually.
* Dedicated Leadership Mentor as well as direct line manager.
* An opportunity to be part of the Wider Leadership Team (which meets with the SLT once per half term).
* All our staff enjoy tailored Continuing Professional Development (CPD) pathways.
* Opportunity to contribute to the whole school strategy for Teaching and Learning including HertsCam (TLDW), Evidence for the Frontline and other initiatives.
* A school where 'wellbeing' is placed at the heart of decision making.
* You will be part of the wider group of schools within Scholars' Education Multi-Academies Trust, meaning that you have promotion opportunities, access examples of outstanding practice and advice and a 'team' approach to education.
* Opportunities to meet regularly with the Head of MFL from the other Trust schools and develop your leadership skills.

We are committed to supporting <u>you</u>, whatever the stage of your career.



Meet the Team

As a core department, we value the importance of teamwork. We support each other, working collaboratively across all key stages, sharing schemes of learning and resources to maximise opportunities for creativity and team-teaching. Together, we ensure the highest standards of learning in the classroom.

Head of Department	**Ben Creasey – Assistant Headteacher**
Teacher of MFL	Siobhan Ferrandes

How could you develop and support this successful and cohesive team towards further success?

At RBA, our aim is for to give our students the knowledge and confidence to converse in one modern language, either French or Spanish, well enough to perform several social tasks, such as ordering food, describing their interests, booking and reserving things and finding the way around. The curriculum is rich and ambitious, supporting the school's aims to increase aspiration, literacy and cultural capital for our students.

Whilst teaching a language, we will seek to widen students' appreciation of different cultures and customs, as well as highlighting the opportunities that come with knowing a second language, in terms of employment and travel. We emphasise the importance of grammar skills throughout our learning journey, developing the students' literacy and linguistic competence in all 4 skills (listening, speaking, reading and writing).

We use a variety of methods, both traditional and modern, to embed our teaching into students' permanent memory and show them that, even in times where things can be retrieved online, learning a language benefits further develops memory, problem-solving skills, multi-tasking ability and communication skills, all of which are advantageous in an ever-changing world.

Year Provision

7	4 periods per 2-week cycle of either French or Spanish
8	4 periods per 2-week cycle of either French or Spanish (continuing the language from Yr7)
9	5 periods per 2-week cycle of either French or Spanish (continuing the language from Yr8)
10	5 periods per 2-week cycle of either French or Spanish (continuing the language from Yr9)
11	5 periods per 2-week cycle of either French or Spanish (continuing the language from Yr10)

Lower 6th /Yr12	Currently no provision
Upper Sixth /Yr13	Currently no provision

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Job Advert

Head of MFL

Part Time/Full Time

Salary - MPS/UPS + TLR 2a inclusive of Outer Fringe Allowance

Up to £1500 for relocation.

***Other Scholars' Education Trust benefits are also* available.**

Start date: 1 September 2021

Robert Barclay Academy is part of Scholars' Education Trust (formerly Sir John Lawes Academies Trust). We are looking for a hardworking, ambitious and dynamic teacher to be Head of MFL. The Department teaches French and Spanish.

You will be an outstanding practitioner with the desire, energy and drive to further improve standards of achievement and ensure teaching is of the highest quality across all key stages.

The Academy is part of Scholars' Education Trust creating a formal link with Sir John Lawes School (OFSTED Outstanding). We offer an innovative induction programme and professional development programme both at Robert Barclay Academy and across the Trust, recognising that our staff are the key to our success.

Diversity: The Scholars' Education Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community.

If you are interested in joining us at this exciting time please see our website for further details, or contact HR at HR@scholarseducationtrust.co.uk or on 01727 734424.

Closing date for applications: 9am - Monday 24 May 2021

Date of Interview: TBC

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Scholars' Education Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Head of MFL

Aim and main purpose of the job

To provide: professional leadership and management of a faculty, to secure high quality teaching, effective use of resources, and improved standards of learning and achievement for all students.

Teaching and Managing Student Learning

The Head of MFL will:

- Be able to teach across the full range of age and abilities;
- Act as a role model and assist the HOF in leading subject staff through own high quality teaching;
- Set expectations and targets for staff and students in relation to standards of achievement and the quality of teaching including the use of faculty policies;
- Engage all subject staff in the creation, consistent implementation and improvement of schemes of learning which incorporate key school learning strategies;
- Lead curriculum development to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme;
- Review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success;
- Take responsibility for leading key curriculum areas.

Assessment and Self-Evaluation

The Head of MFL will:

- Agree, monitor and evaluate subject student progress targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets;
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement;
- Use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan;
- Assist the designated SLT link in evaluating the standards of leadership, teaching and learning, consistent with the procedures in the school self evaluation policy and to use this analysis to take action to improve further the quality of teaching.

Relationship with Parents and the Wider Community

The Head of MFL will:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets, progress and attainment;

Head of MFL

Managing Staff and Own Performance

The Head of MFL will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development to improve students' learning;
- Lead the learning of other staff members;
- Provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning;
- Establish clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability;
- Ensure all subject staff understand and are actively implementing the key aspects of the school's behaviour management policies.

Managing Resources

The Head of MFL will:

- Oversee and evaluate the faculty budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles;
- Organise and co-ordinate the deployment of learning resources and monitor their effectiveness.

Strategic Leadership

The Head of MFL will:

- Create a Faculty Development Plan which contributes positively to the achievements of the School Development Plan and which actively involves all subject teachers in its design and execution;
- Contribute to the development of whole school strategic planning and policies through membership of the School Improvement Groups and Heads of Faculty meeting.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Personal Qualities	Essential	Desirable
Knowledge and Understanding		
* Good awareness of current educational developments		✓
* Clear understanding of current issues related to the subject	✓	
* Ability to plan lessons effectively	✓	
* An understanding and commitment to the ethos of the School	✓	
* Evidence of high level classroom skills	✓	
Skills, Qualifications and training		
* Qualified Teacher Status	✓	
* Courses of further study relevant to the post		✓
* Qualification in the relevant subject	✓	
* Evidence of active involvement in professional development		✓
* Excellent organisation skills	✓	
* Excellent ICT skills		✓
* Clear evidence of leadership	✓	
Attributes		
* Excellent record of attendance	✓	
* Ability to work well in a team	✓	
* A sense of humour	✓	
* Ability to think originally and creatively		✓
* Positive attitude	✓	
* Energy and enthusiasm	✓	
* Warmth and sensitivity		✓
* Excellent rapport with students	✓	
* Commitment to the School and the students we serve	✓	

Why Teach in the Borough of Broxbourne?



Broxbourne is superbly located. We are a short drive from the M25 and a short drive to the A10 road. The A10 road runs north to south and provides direct access to Cambridge and London meaning that Broxbourne is very easy to access by car.

There are several train stations within the area that provide excellent links to London and Cambridge. Greater Anglia Railway operates regular services to London, Liverpool Street. The fast train from Broxbourne to Liverpool Street takes just 25 minutes. The Academy is situated within a fifteen minute walk of Broxbourne Station.

Although urbanised with industrial and commercial activity, the whole area retains much of its rural charm. Some of the loveliest countryside in the Home Counties can be found locally.



By relocation to Broxbourne you can choose to live and stay in a beautiful setting surrounded by attractive parks, woodland and waterways within a short distance of London. You can enjoy a variety of things to do, see and explore in the borough and nearby. Within the local area it is easy to indulge yourself with good quality food, drink and accommodation. Broxbourne also has many leisure attractions to offer.

You may know Broxbourne as the place where Team GB won the Gold and Silver Medals in the canoe slalom events during the London 2012 Olympic Games, as it is the home of the Lee Valley White Water Centre, a world class sporting facility for white water rafting and canoeing. The centre is located on the edge of the Lee Valley Regional Park and is open to the general public.

Due to its location and easy access to London, the Borough of Broxbourne is becoming a very desirable area to live for commuters. The demand for housing is on the increase and the demographics show that all schools in the local area will be full by the year 2020. The school is surrounded by the Spotlight Theatre and Lowewood Museum both of which the Academy has very strong connections with.





Benefits of Working for Scholars' Education Trust

There are many benefits of working within Scholars' Education Multi-Academies Trust:

1. RBA Professional Bursary of £1500 to support relocation.
2. 10% reduction in fees at 'Best Friends' independent Nursery (up to age 4) based in St Albans.
3. Comprehensive training and a commitment to high-quality CPD across the MAT.
4. Support from colleagues from 'Outstanding' and 'Good' schools across the MAT.

How to Apply

Candidates should submit the following:

1. **Completed Application Form**
2. **Personal letter of application** A short letter which indicates your experience and impact to date and what you can offer our Academy.
   We regret we cannot accept CVs.



The forms are available in electronic format and can be downloaded from our website:

For further details, assistance or an informal discussion, please contact:
HR
Scholars' Education Trust
c/o Samuel Ryder Academy
Drakes Drive
St. Albans
Herts AL1 5AR

Please email completed applications to: HR@scholarseducationtrust.co.uk

Please note that references may be requested prior to interview for those who are shortlisted.

Applications should be emailed no later than 9am on the deadline date - Monday 24 May 2021

We look forward to hearing from you!

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Selection Process

1. **Straight Forward Application Process**
   Complete the Application Form

2. **Short Covering Letter** of one or two sides of A4, including:

* Your experience of teaching MFL to date and what you have learned
* Your leadership experience or potential
* Why you want to teach MFL
* How you feel you can make a difference at RBA

Send these documents to:
HR@scholarseducationtrust.co.uk

2. **Interview**
   Interviews will be held shortly after the closing date. You will be asked to:

   - Deliver a lesson
   - Meet with our students
   - Attend a formal interview



Up until 21 May 2021	Potential candidates have the opportunity to contact the Headteacher: Head@robertbarclayacademy.co.uk in order to have informal discussions, should you so wish.
9am: 24 May 2021	Deadline for Applications. All shortlisted candidates will be contacted by email and invited to interview. Details about date and time of final interviews will be given.
TBC	Formal interviews will take place at Robert Barclay Academy. All candidates will be contacted – both successful and unsuccessful.