



## HEAD OF MODERN FOREIGN LANGUAGES

**Etonbury Academy**

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Dear Colleague,

Welcome to BEST (Bedfordshire Schools Trust) and thank you for expressing an interest in joining Etonbury .

Etonbury Academy is fully staffed and always recruits very strongly. The school's excellent reputation as a wonderful place to work attracts exceptional applicants from across the region and further afield.

This pack has been collated to provide you with all the information you need to enable you to apply for this role. However, if you would like any further information, or would like to make a visit to Etonbury, please do not hesitate to Doreen Facey-Rose, Principal's PA.

Come and be part of our exciting journey.

Yours sincerely

Ian Evason

Principal

**Amazing things happen here!**

## **BEST VISION, VALUES & BELIEFS**

### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility

## **ABOUT BEST**

BEST comprises eight flourishing academies delivering first choice education from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

## **ABOUT ETONBURY ACADEMY**

Working at Etonbury is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. Etonbury Academy is a thriving extended secondary school. A major site redevelopment was completed in September with stunning new teaching and sports/leisure facilities in a beautiful rural setting providing over 1000 students with a fantastic environment to learn, and our staff to work.

Behaviour and Ethos were recently named Areas of National Excellence in a Challenge Partners Review. Parent and Carer's surveys show extremely high levels of satisfaction with the school, and the Academy is heavily oversubscribed. KS2 results are well above national averages and above national averages for Outstanding schools. Etonbury Academy is driving forward with energy and vigour to meet the growth and development challenges identified in our recent inspection. Victoria Pendleton CBE is our honorary patron.

Membership of the Trust means that opportunities available to staff are varied and wide-ranging. The Trust includes a Teaching School offering training and development opportunities for all staff. The growth and development of Etonbury ensures that there are also many opportunities for staff to rapidly progress their careers if they so wish.

## JOB DESCRIPTION

<b>JOB POST:</b>	Head of MFL
<b>SALARY/GRADE RANGE:</b>	MPS/UPS and TLR
<b>REPORTING TO:</b>	Principal/ Senior Leader team
<b>RESPONSIBLE FOR:</b>	The provision of a full learning experience and support for students
<b>LIAISING WITH:</b>	Principal, Senior Leadership Team, Teaching/Support Staff, LEA Representatives, external agencies and parents.

## PURPOSE OF THE ROLE

We are looking for a well-qualified, enthusiastic teacher to lead the Department at KS3 and KS4 with extensive experience of French. An ability to teach Spanish is also desirable. The MFL department is committed to providing high quality teaching and learning for all students. This is therefore an ideal opportunity an experienced teacher wishing to develop further in a friendly and positive environment. Above all, we are seeking someone for whom the challenge and excitement of the teaching of MFL is a first consideration.

## DUTIES AND RESPONSIBILITIES

### Across the BEST Academies:

- Participate in the BEST Management, Evaluation and Review programme
- Implement BEST policies and procedures where appropriate
- Establish a strong and supportive ethos across BEST
- Ensure that Health and Safety policies and practices, including Risk Assessments, are in line with national requirements and are updated where necessary, therefore to liaise with the BEST Health and Safety representatives
- Work with and inform BEST Directors.

**Staffing:**

- Promote teamwork and to motivate staff to ensure effective working relationships
- Work within the allocated CPD funds and professional review processes to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- Organise and participate in regular observations of all teachers using the Academy and/or BEST lesson observation feedback forms
- Participate in the interview process for posts when required
- Ensure new staff and staff new to post are inducted in line with BEST procedures, providing feedback on progress as appropriate
- Participate in BEST's ITT and NQT programme as appropriate
- Attend staff meetings and lead department meetings
- Ensure all pupil and student data is held centrally and is used effectively
- Provide the data team, other staff with relevant information about teaching and tutoring groups to help their planning and ensure all staff have high expectations of the pupils and students.

**Teaching:**

- Ensure a high quality learning experience for all students that will stimulate learning appropriate to pupil and student needs
- Maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour and standard of work
- Ensure the role of the form tutor is carried out, as stated within the staff handbook
- Assist in the development of resources, schemes of learning, assessment policies and teaching strategies
- Plan and prepare courses and lessons
- Use data on pupil performance to inform target setting, lesson planning and to identify underachieving students
- Implement targeted intervention and monitoring the progress
- Co-ordinating and managing work as a form tutor
- Review teaching methods and programmes of work including schemes of learning
- Participate in arrangements for training and continuing professional development.

**Specific Duties:**

- Be responsible for student progress and achievement in MFL, liaising with the Leadership Team as appropriate
- Analyse/report on student progress.
- Monitor the writing, evaluating, monitoring and reviewing of schemes of learning that enhance the teaching of and support student progress in MFL.
- Monitor the standard of teaching and learning by completing regular Lesson Observations, Learning Walks and pupil work scrutiny.

- Work with department staff and pastoral teams regarding the behaviour of students within the MFL department and support teachers in the management of student behaviour. This will also involve administering department detentions.
- Liaise with the subject leaders, exams officer and department staff to ensure students are correctly entered for appropriate exams and co-ordinate coursework planning, delivery and assessment across the subject area.
- Plan spending of departmental budget, and monitor consumables (across the department).
- Ensure MFL cover work is set to an acceptable standard and work with learning supervisors and support staff in the delivery of this work.
- Challenge underperformance of staff through regular monitoring and support which may lead to Capability or Disciplinary procedures.
- Monitor the learning environment, ensuring that classrooms and hallway displays are current and inspiring.
- Undertake any other reasonable duties related to the scope and grading of the role.

**Note:** Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• PGCE/Bachelors in a language(s) (or closely related subject)</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• French and Spanish</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Understanding of the importance of using data in support of student progress and staff development</li> <li>• A good to outstanding teacher</li> <li>• Management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring experience</li> <li>• Experience in monitoring teaching standards and providing support in the promotion of excellence</li> <li>• Experience of CPD and PM</li> <li>• Experience of Curriculum development</li> <li>• Proven success in all of the above</li> </ul>
<b>Professional Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• An enthusiasm and commitment towards teaching and sharing good practice</li> <li>• An ability to embrace change and keep up with current developments in the MFL curriculum</li> <li>• An ability to work within staff teams to secure understanding of progress data as well as performance data, Academy procedures and interventions to facilitate improvement</li> <li>• Proven experience and success at teaching Key Stage 3 and Key Stage 4</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate/develop new courses</li> <li>• Leadership experience</li> <li>• Experience of having led a team in any other context</li> <li>• Experience of having tackled under-performance.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to improving standards of teaching and learning</li> <li>• Enthusiasm and drive to achieve excellence in all aspects of their work</li> <li>• Determined to tackle under-performance</li> <li>• Presence/leadership qualities and an ability to lead by example</li> <li>• Organised and self-motivated</li> <li>• Reliable and trustworthy</li> <li>• An ability to work effectively and to be innovative in problem solving</li> <li>• Sense of proportion and a sense of humour</li> <li>• Appropriate DBS clearance (before post commences)</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• DBS Clearance</li> </ul>	

## HOW TO APPLY

An application form can be downloaded from the page on our website that contains details of this job vacancy. Click on the link to complete the application form.

Etonbury Academy  
Stotfold Road Arlesey  
Bedfordshire  
SG15 6XS

If you have any questions about the application process then please contact Victoria Lockey - [vlockey@bestacademies.org.uk](mailto:vlockey@bestacademies.org.uk) or 01462 730391.

**Closing date: 15<sup>th</sup> May 2019**

**Interviews: tbc**

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

**We look forward to receiving your application. BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory references, checks including an Enhanced Disclosure and Barring certificate.**

## USEFUL LINKS

[www.bestacademies.org.uk](http://www.bestacademies.org.uk)

[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)

[www.gothicmede.org.uk](http://www.gothicmede.org.uk)

[www.etonbury.org.uk](http://www.etonbury.org.uk)

[www.langfordvillageacdemy.org.uk](http://www.langfordvillageacdemy.org.uk)

[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)

[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)

[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)

[www.stchristophersacademy.org](http://www.stchristophersacademy.org)

[www.lawnsidelowerschool.co.uk](http://www.lawnsidelowerschool.co.uk)

[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)

[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)

[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)

