Teacher of Modern Foreign Languages Application Pack
Teacher of Modern Foreign Languages

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Application Information

Please complete the electronic application form and change the filename to: “YourFirstname YourSurname Application.docx”

Please write you letter of application to let us know what motivates you to teach Modern Foreign Languages and how your skills and experience match the person specification for the role. Please change the filename to: “YourFirstname YourSurname Letter.docx”

Please attach both files to an email and send to mwhyley@ccs.northants.sch.uk, with subject line Teacher of Modern Foreign Languages.

Note that CVs will not be accepted.

**Please note applications must be submitted by 12 noon on: 05/02/2016**

If you have not heard anything from the school by 09/02/2016, assume that you have not been successful on this occasion.
Dear colleague

Teacher of Modern Foreign Languages

Thank you for showing an interest in the position of Teacher of Modern Foreign Languages at Caroline Chisholm School. The school is a dynamic, successful and highly over-subscribed all through academy which covers an age range from 4 to 19. The school caters for over 1900 students, with 420 in the primary phase. Results over recent years have been significantly above national averages in all key stages. In 2015, 80% of students obtained 5+ A*-C including English and maths, with 24% of students obtaining 5+ A/A*. These results meant that we were the top performing school in Northampton at GCSE and the 2nd highest in the county.

We are seeking a passionate and inspirational Teacher of Modern Foreign Languages in our Secondary phase from September 2016. The department is extremely well resourced and benefits from state of the art, purpose built facilities, with all faculties having their own dedicated staff bases. Academic results in Modern Foreign Languages have been strong over recent years with 90% of Spanish students obtaining A*-C and 40% of Spanish students obtaining A/A* grades at KS4 in 2015. Within French, 67% of students obtained A*-C and 14% of students obtained A*-A. Finally, 100% of Spanish and French students obtained A*-A at AS and A2 level.

I have joined the school as the new Principal from September 2015. My vision is for the school to continue on its journey to excellence and to strive to be the highest performing school in the Northamptonshire area across all phases within 5 years. I am privileged to have inherited a highly talented and motivated staff and a supportive, bright and extremely well behaved student body. To deliver this vision, I am keen that Caroline Chisholm School becomes a centre of excellence in developing innovative teaching as well as being a school that continues to focus on the wellbeing and happiness of our students. It is therefore important that the successful candidate has a true passion for their subject, coupled with drive and determination to deliver outstanding outcomes for our students. For all teachers there is a programme of continuing professional development as well as support from colleagues in school.

If you would like further information about the school or the post, or are interested in visiting the school prior to your application, please contact the school directly. To apply, please complete the application form and include a letter of application, telling us about your experience and suitability for the post with reference to the attached person specification.

Caroline Chisholm School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an Enhanced DBS Disclosure. Please note that the closing date for applications is 05/02/2016 at noon. Interviews for the post are expected to take place on 09/02/2016.

Yours sincerely

David James
Principal
26/01/2016

Dear colleague

The MFL team at CCS has worked hard over recent years at creating a high performing and innovative department. We believe our students are the 'best' and want to give them what they deserve. We are extremely proud that over 40% of our students last year achieved A*/A in Spanish as this helps to demonstrate the high quality staff we have and can offer a huge amount of experience and expertise to future colleagues. However, having just achieved our best ever results at KS4 does not mean we are sitting back. We are constantly looking at ways of continually developing the department, especially at this exciting time of change in the education system.

We have chosen our new specifications for GCSE and A-level so the team will now be looking at working together to develop engaging, challenging and inspiring schemes of work and accompanying resources. We are also embedding our new approach to KS3 lessons, focussing on ensuring students, not only receive constructive comments but also respond positively to this feedback.

The department has a suite of 6 classrooms, all with interactive whiteboards and integrated media and speaker systems, as well as access to 30 bookable laptops for the department and 10 I-pads. The team is led by myself focussing on KS3 and KS5 a 2nd in department who is responsible for KS4 and further team member who has responsibility for extra-curricular projects, opportunities for high ability students and the tracking progress of pupil premium students. The team is comprised of dedicated, motivated and well qualified professionals who aim to provide the best experience possible of learning a language.

All students in our feeder primary schools currently learn Spanish and this is the language that all of our year 7 students learn in the three lessons a week they have. In the last term of year 7, students then start to learn French in two lessons a week and continue with their Spanish for the remaining 1 lesson a week. In year 8 and 9 all students study both Spanish and French for two lessons a week each. At the end of year 9 students can then opt to continue with either language, both or none. We are pleased with the uptake of languages at GCSE, which is well above the local and national average but are striving for it to be even better. At A-level, we often have impressive numbers of students opting to study a language with classes consistently above 10. The results of our students have also risen in recent years with some students regularly achieving A grades at AS level.

Fostering and promoting a love of learning languages is important to us and we are keen to help engender this through the many trips we offer to our students. Teachers, parents and students all appreciate the benefits of learning beyond the classroom. As a result, our visits to Barcelona and Paris over the last few years have been heavily oversubscribed, demonstrating the enthusiasm students have for languages. We are now in the final stages of setting up our first ever Spanish exchange to Tarragona and will be looking at developing a French exchange in the coming years.
As Faculty Leader for MFL I am committed to ensuring that all our students achieve their best, helping us to achieve the best results for MFL within the local area. I recognise that all of my team have a vital role to play; I am convinced that the best teams work collaboratively and never stop reflecting on how they can improve. I know that we can all learn from each other and therefore I value input from all. I believe the key to our success has been a supportive and collaborative approach to all that we do, along with the sense of humour we also like to employ! We look forward to welcoming a like-minded individual to our team, who has ambition to help shape the experiences of our fantastic students.

This post will suit an experienced or newly qualified teacher, as well as a teacher wanting to work flexible hours. In return, we offer the successful candidate a position in a dedicated, supportive, open and rewarding department.

Yours sincerely

Chris Scott
Head of MFL
TEACHER OF MODERN FOREIGN LANGUAGES

Employer: Caroline Chisholm School
Location: Northamptonshire
Contract Type: Permanent
Contract Term: Full-time, part time or job share
Salary: MPS/UPS
Start Date: 1st September 2016 or earlier
Closing Date: Midday – 5th February 2016
Interview Date: 9th February 2016

Caroline Chisholm School was the UK’s first purpose built all-through school which opened in state of the art facilities in 2004. The school is a dynamic, successful and highly over-subscribed academy with over 1900 students on roll, of which 420 pupils are in the primary phase and around 300 students in the Sixth form. Results over recent years have been significantly above national averages in all key stages. In 2015, 80% of students obtained 5+ A*-C including English and maths, with 24% of students obtaining 5+ A/A*, making us the highest performing school in the Northampton area.

We are seeking a passionate and inspirational Teacher of Modern Foreign Languages in our Secondary phase to be part of our vibrant and successful Modern Foreign Languages team. The area is extremely well resourced and benefits from state of the art, purpose built facilities. Academic results in Modern Foreign Languages have been strong over recent years with 90% of students obtaining A*-C and 40% of students obtaining A/A* grades in 2015.

Caroline Chisholm School has a clear ambition to become the highest performing school in the Northamptonshire area across all phases within the next 5 years. The school is privileged to have a highly talented, experienced, motivated staff team and a supportive, bright and extremely well behaved student body. The school is striving to become a centre of excellence in developing innovative and highly effective teaching, whilst being a school that continues to focus on the wellbeing and happiness of all students.
If you feel that our school ethos fits your ambitions, we would very much like to hear from you. This position is available from September 2016 or earlier, however, an Easter start date may be possible. Applications from both NQTs and more experienced practitioners are welcome. Although a full time role is available, staff who are interested in a part time role or a job share are encouraged to apply.

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. This post will be subject to an Enhanced DBS Disclosure.

Visits by prospective candidates prior to submitting an application form are welcomed. If you would like a visit, please email Mrs Mandy Whiley at mwhiley@ccs.northants.sch.uk or telephone school on 01604 669200.

The closing date for this post is: 05/02/2016

If you would like to apply, please download the application pack. Applications should be addressed to the Principal, David James, and may be submitted by post or electronically to mwhiley@ccs.northants.sch.uk.

Principal: Mr David James, The Wooldale Centre for Learning, Wootton Fields, Northampton, NN4 6TP
Email: office@ccs.northants.sch.uk
Website: www.ccs.northants.sch.uk
Job Description - Teacher of Modern Foreign Languages  MFL

Responsible to: Head of MFL
Responsible for: The provision of a full and rich learning experience and support for students
Working Time: 195 days / 1265 hours per year (Full time or Part time equivalent)

Job Purpose:
• To fulfil the Professional Standards for Teacher (Core), in the context of being a teacher of MFL as part of a Subject/Faculty team and as a Form Tutor as part of a Year team
• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
• To monitor and support the overall progress and development of students as a teacher and as a Form Tutor, including the personal development dimension
• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
• To contribute to raising standards of student progress and attainment
• To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth

Principal Responsibilities:
To meet all requirements as appropriate of the Teachers’ standards:

Teaching & Learning:
• To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere
• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
• To undertake a designated programme of teaching
• To ensure a high quality learning experience for students which meets internal and external quality standards
• To prepare and update subject materials
• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
• To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study
• To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures
• To mark, grade and give written/verbal and diagnostic feedback as required

Operational/Strategic planning & Quality Assurance:
• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty
• To contribute to the process of the ordering and allocation of equipment and materials
• To assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students
• To contribute to the Curriculum Area/Department’s development plan and implementation
• To plan and prepare courses and lessons
• To contribute to educational enhancement activities
• To contribute to the whole school’s planning activities
• To help to implement school quality procedures and to adhere to them
• To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures
• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Curriculum Provision and Development:

- To assist the Faculty Leader to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining/awarding bodies and our Aims and Strategic Objectives

Staff Development, Recruitment & Wellbeing:

- To take part in the school’s CPD programme
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

Care Guidance and Support:

- To be a Form Tutor to an assigned group of students and to contribute to Tutor time and other tutor based curriculum activities
- To promote the general progress and well-being of individual students and of the Tutor Group
- To liaise with a Year Leader to ensure implementation of the Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning systems so that effective learning can take place

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school’s corporate policies and to comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions document, currently in operation or any subsequent legislation

Notes:

- Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description
# Person Specification - Teacher of Modern Foreign Languages

<table>
<thead>
<tr>
<th>Essential [E] or Desirable [D]</th>
<th>Requirements</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Interview</td>
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</table>

## Qualifications

<table>
<thead>
<tr>
<th>Essential [E] or Desirable [D]</th>
<th>Requirements</th>
<th>Interview</th>
<th>Application form</th>
<th>Teaching Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Qualified teacher status in the UK</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Educated to degree level</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Knowledge of effective strategies to include and meet the needs of all pupils, in particular, underachieving groups of pupils, pupils with SEN and the most able</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Ability to offer French to KS4 and Spanish to KS3</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Ability to offer French to A-Level</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Ability to offer Spanish to KS4</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Ability to offer German</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

## Professional Skills & Abilities

<table>
<thead>
<tr>
<th>Essential [E] or Desirable [D]</th>
<th>Requirements</th>
<th>Interview</th>
<th>Application form</th>
<th>Teaching Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>A good/outstanding classroom practitioner</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>A teacher with good ICT knowledge and skills</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Must be able to plan lessons effectively for all the pupils in a class</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Must be able to keep records of pupil progress in line with academy policy</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Must be able to use assessments of pupils learning to inform future planning</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Ability to plan and work collaboratively with colleagues</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

## Behavioural Competencies

<table>
<thead>
<tr>
<th>Essential [E] or Desirable [D]</th>
<th>Requirements</th>
<th>Interview</th>
<th>Application form</th>
<th>Teaching Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>A teacher with a flexible approach to work who enjoys being a good team member</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Must have good oral and written communication skills</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Must be able to manage own work load effectively and respond swiftly to tight deadlines</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Willingness and ability to contribute to whole school INSET</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>E</td>
<td>Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>E</td>
<td>To practice equal opportunities in all aspects of the role and around the work place in line with policy</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>E</td>
<td>Willingness to contribute to the wider life of the department, for example attending trips</td>
<td>✓</td>
<td>✓</td>
<td></td>
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</tbody>
</table>

**Applicable to all staff**

<table>
<thead>
<tr>
<th></th>
<th>Undertake training as required in order to fulfil the requirements of the role</th>
<th>✓</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E</td>
<td>Play an active role in terms of safeguarding all students and adults</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>