

Appointment of Head of French/ Second in Department

M/UPR: £25,714 to 41,604 pa plus

TLR2b (£4,783 pa)

Full Time, Permanent

Required for September 2022

Closing Date: 20 May 2022

Candidate Information Pack



Drayton Road, Newcastle upon Tyne, NE3 3RU. Tel: 0191 214 2200

Letter from the Principal

Dear Applicant

Thank you for your interest in the role of Head of French/Second in Department at Kenton School. Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With around 1800 students, we are amongst the largest schools in the North East. At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

An exciting opportunity has arisen for a dedicated and inspiring French specialist to join our team with a teaching and learning responsibility as 2nd in Department. The role will involve supporting the Head of Faculty in wider department leadership including oversight of KS3. This is a fantastic opportunity to join the department as we are currently reviewing and developing our curriculum intent and implementation and are excited about moving towards delivering French through the use of Parallel Texts, Sentence Builders and Knowledge Organisers.

We are a friendly and supportive department of 5 full time MFL teachers with a collegiate approach to departmental and curriculum planning seeking a talented and inspiring French specialist to join our team. The role will involve acting as supporting the Head of MFL in wider department leadership including oversight of KS3.

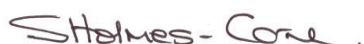
If you are the person we are looking for you will possess a broad base of subject knowledge, a proven track record of effectiveness and impact as a classroom teacher, and strong analytical skills with the ability to use data effectively to track progress and raise achievement. You will possess excellent interpersonal skills with the ability to present your views and opinions and to challenge, give feedback and take feedback constructively. You will possess the ability to work effectively with all students, engaging them through exciting yet challenging lessons and embedding a culture of high expectations and positive behaviour for learning. You will have the potential to think and act strategically with the innovation and initiative to support the visions and aims of the department, school and wider trust.

In return we will offer:

- Fantastic opportunities and development possibilities due to our size, facilities and a forward thinking management and staff working together to offer the best available chances for our students.
- Salary sacrifice schemes such as childcare vouchers and cycle to work scheme.
- Access to on site gym facilities.
- Fantastically resourced facilities with easy commuting access to both the A1 and A19.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete the online form via www.tes.com/jobs/ selecting 'Quick Apply' or download an application form from our website www.kenton.newcastle.sch.uk and return it to human.resources@kenton.newcastle.sch.uk.

Yours sincerely



Sarah Holmes-Carne, Principal

Head of French/Second in Department



Job Description

Grade: Main/Upper Pay Scale plus TLR2b

Responsible to: Head of Department

Job Purpose:

- To support the Head of Department in the effective development of the curriculum and in leading the faculty to ensure students make consistently good progress.
- To lead on the development of the French Curriculum.
- To be accountable for learner achievement within a designated timetable by effective teaching and learning and contribute to the monitoring and development of Modern Foreign Languages.

Main Responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Team Leader/Teaching and Learning Responsibilities

1. Lead learning within a designated key stage or area by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
2. Lead, develop and enhance the teaching practice of others through monitoring/ evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
3. Lead, manage and develop a subject/group of subjects/curriculum area/pupil development across the curriculum to provide programmes/activities that match learner aspirations and potential and achieve excellence and enjoyment for learners.
4. Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
5. Develop and promote literacy, oracy and numeracy within the department.

Generic Responsibilities

1. Create and manage a learning environment and achieve a supportive culture and behaviour management strategy that enables learners to achieve their potential.
2. Contribute to the monitoring and development of the subject to ensure suitable opportunities are provided for learner aspirations to be met.

3. Plan effectively in the short, medium and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
4. Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
5. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
6. Demonstrate ongoing development and application of teaching expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
7. Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
8. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
9. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
10. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

In addition, Upper Pay Range teachers are expected to:

1. Make significant contributions to implementing workplace policies and practice and to promote their implementation.
2. Give advice on the development and well being of children and young people, if required,
3. Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Head of French/Second in Department



Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Graduate with Qualified Teacher Status, e.g. PGCE, BEd or equivalent.
2	Proven track record of successful experience in the development of one or more areas of the MFL curriculum.
3	Demonstrable leadership experience including a sustained track record of leading a subject or a team to achieve outstanding attainment for pupils.
4	Evidence of consistently outstanding classroom teaching.
5	Experience implementing robust quality assurance systems including effective performance management.
6	Evidence of effective assessment and behaviour for learning.
7	Knowledge of the key principles and practices of school effectiveness and improvement.
8	Demonstrable knowledge of Health and Safety requirements in relation to leading a practical faculty area.
9	Experience planning and leading professional learning activities.
10	Effective organisational and ICT skills with the ability to analyse and interpret data to inform practice.

Desirable

11	Proven track record of raising educational standards.
12	Experience in budget and resource management.
13	Evidence of involvement in specific learning and teaching projects.

Assessment Methods

The following methods of assessment will be used:

- Interview
- Lesson observation
- Task

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
2	Additional criminal record checks if applicant has lived outside the UK
3	Children's Barred List Check*
4	DfE Prohibition List Check including GTCE Registration Check
5	Confirmation of Qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
6	Medical clearance
7	A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is unsuccessful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

Links to Relevant Documents

For further information, please visit our website www.kenton.newcastle.sch.uk
And our Trust website: www.ksmat.org.uk

Kenton School

Kenton School Leadership Team comprises of;

Principal and core Headship Team of three Vice Principals leading on:

- Quality of Education
- Behaviour and Attitudes (including attendance)
- Personal Development (curriculum and timetabling)

The Headship Team is supported by a Senior Leadership of 4 Assistant Principals, our Transition and PP Co-ordinator, Director of Humanities/Head of Year, Director of Teaching and Learning and SENCO.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.

Whilst Kenton is a large school, our whole team pride themselves on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by our strong pastoral team.

Kenton Schools Academy Trust

Kenton Schools Academy Trust; Formed in 2013, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school. Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

Additional Information for Applicants

Terms and Conditions of Employment

The conditions of service applicable to this post are the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and the School Teachers Pay and Conditions document, as amended/supplemented by local decisions made by Kenton School Academy Trust.

Salary

The salary range for the post is Main/Upper Pay Range. The Main/Upper Pay Range scale runs £25,714 to £41,604 pa. There is a Teaching and Learning Responsibility attached to this post of TLR2b, currently £4,783 pa. Starting salary will be dependent upon current pay point and relevant experience. Progression through the main/upper range is subject to annual performance appraisals and meeting progression criteria.

Start Date

The start date of the post will be September 2022. This is a permanent post.

Pension Scheme

The postholder will be automatically enrolled in the Teachers' Pension Scheme. There is an option to opt out for those who wish to. Further details on the Teachers' Pension Scheme can be found at www.teacherspensions.co.uk and www.twpf.info.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Safeguarding

Kenton Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Selection Processes and Covid-19

Candidates who have increased susceptibility to adverse effects of Covid-19 will be asked to contact us prior to interview in order that individual risk assessments can be conducted.

Application Process

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