

Information for Prospective Candidates



Gildredge
House

An Ofsted
GOOD
School



APRIL 30 2024

Gildredge House

Position: Head of Languages. Full time, permanent

Start date: 01 Sept 2024

Deadline: Please see website for details

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Head of Modern Foreign Languages**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk or visits to the school or phone calls with the Head of Secondary are welcomed.

CLOSING DATE: Please refer to the deadline on the website
START DATE: 01 September 2024
INTERVIEWS: In the week following the closing date for applications
HOURS OF WORK: Full time, Permanent
SALARY RANGE: Gildredge House Main Pay Range M1-UPR3 (£30,000 - £46,525 in 2023-24) plus, a Leadership Allowance for Subject Leadership

- Can you inspire young people through your own passion for Languages?
- Do you possess high emotional intelligence that builds lasting professional relationships?
- Are you a team player ready to tackle the educational challenges of the future?
- Do you lead by example?

If the answers to these questions is 'yes', then Gildredge House wants to hear from you.

This is an excellent opportunity to join our school. We are looking to appoint an exceptional candidate to the position of Head of Modern Foreign Languages for our all through free school. We are looking for someone to lead the strategic direction and development of the department, whilst driving the quality of teaching and learning forward. We deliver French, Spanish and German and have a large proportion of students choosing to study a language at KS4.

- *We are especially keen to hear from candidates who can offer both French and Spanish to GCSE*

Our 'Good' Ofsted judgement (November 2018) is a strong foundation on which to build and develop the school. The challenge is to sustain and further improve through every aspect of Gildredge House as the school continues to develop.

As Head of Languages you will join an outstanding team of inspirational teachers, where you will ensure that our students enjoy and achieve highly in their language learning. You will be a French and Spanish specialist in the secondary phase. This is an exciting time to join our Outstanding Languages Department, with opportunities for professional development ranging from KS2 transition with Year 6 to inspiring our students to choose Language studies at Sixth Form and at University.

Within the Languages department, you will find a team who are dedicated to providing engaging, stimulating lessons to students of all abilities, and classrooms where rapport and relationships are given the highest priority. We plan with creativity and teach with enthusiasm,

ensuring that every student reaches their full potential. We aim to help students develop resilience and confidence in the face of a challenging curriculum, not only to prepare them for demanding examinations but also to foster a lifelong love of languages and the world around them.

Gildredge House offers:

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards leading to Sixth Form studies
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

Our school motto: 'Aspire'

As an employee of the school, you would benefit from:

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

If you would like to find out more, please get in touch. We welcome visits from prospective candidates, by appointment. Please contact us via: careers@gildredgehouse.org.uk to enquire.

If you are interested in the position please download the Application Pack on our website.

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00 a.m. on the date indicated on the website.

If you wish to discuss the post further or visit the school, please contact careers@gildredgehouse.org.uk Tel: 01323 400650.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this

application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Head of Languages: Job Description

1. Post

- Head of Modern Foreign Languages
- Full-time

2. Purpose of the Job

To provide professional leadership and management of the Languages Department to secure high quality teaching, effective use of resources and ongoing development of learning and achievement for all students, securing student progress and high standards of attainment.

3. Functional Relationships

The post-holder is responsible to the Head of Secondary in all matters, and responsible for the support and development of a team of Languages teachers.

The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

4. Particular Responsibilities

The particular responsibilities attaching to the post of Head of Languages are as follows:

- a) to set strategic direction of the subject
- b) to establish high standards for teaching and learning within the Department, at all levels.
- c) to lead, coach, mentor, train and performance manage staff in the pedagogical elements of outstanding Languages teaching.
- d) to remain up to date with curriculum changes in Languages.
- e) to deploy resources efficiently and effectively.
- f) to ensure all students are well-prepared for public examinations.
- g) to use data strategically to identify students who are under-achieving and to lead on intervention strategies to raise achievement.
- h) to represent the department at Middle Managers meetings
- i) to support Initial Teacher Training activities for language trainees
- j) to mentor Early Career Teachers in Languages

Responsibilities as classroom teacher:

- a) to teach, according to their educational needs, students assigned in the allocated classes

- b) to maintain high levels of student behaviour for learning in accordance with the rules and disciplinary systems of the school, and of the Department.
- c) to control and oversee the use and storage of all resources provided for class use, including books
- d) to contribute to Department meetings, discussions and management systems necessary to coordinate the work of the Department and integrate this into the work of the school as a whole in seeking to achieve school aims and targets
- e) to promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010

A classroom teacher's professional duties are deemed to include the following:

Teaching (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to differentiation for students of different abilities and the use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.
- implementing whole school academic policies.

Discipline, health and safety

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Covering for absent colleagues

- rarely supervising / teaching any students whose teacher is not available.

Public examinations

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

Whole School

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are encouraged to contribute to the extra-curricular life of the school by offering an activity or revision sessions.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Head Teacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.

Person Specification: Head of Languages

Qualifications and Experience

Essential

- Honours degree from a recognised university and in an appropriate subject (French and Spanish)
- At least 3 years' teaching experience in a secondary school, with the ability to teach French and Spanish to GCSE
- QTS

Desirable

- Experience of teaching in more than one secondary school
- Experience of teaching more than one language

Knowledge, Skills and Abilities

Essential

- An experienced and strong classroom practitioner in their subject (Secondary)

- Understanding of the characteristics of high-quality teaching and effective learning
- Understanding of the key elements of successful leadership
- Evidence of successfully planning and implementing curriculum development
- Knowledge of current developments in education (subject and phase)
- Evidence of middle leadership skills.
- High level oral and written communication skills
- Ability to communicate well with a variety of school stakeholders
- Ability to work under pressure, meet tight deadlines and pay attention to detail
- A good understanding of the principles of positive behaviour management
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Desirable

- Ability to work as part of an effective team
- High level ICT skills
- Experience as a Form Tutor
- Experience of teaching across the Primary and Secondary phases
- Experience of leading successful language visits abroad

Personal Attributes

Essential

- High emotional intelligence
- Flexible and adaptable in approaching new ideas
- Resilience and perseverance in the face of challenge and change
- Ambition to develop self and others
- Tactful, respectful and sensitive to the needs of others.
- Enthusiasm for their subject area and phase of education
- Willingness to organise and contribute to extra-curricular activities
- Strong commitment to the values and ethos of Gildredge House

“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the school website. If you are interested in the position, please complete an Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/> Please return the completed Application for Employment to careers@gildredgehouse.org.uk by **9.00am on the closing date**.

We look forward to hearing from you.