



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK

Head of Department Modern Foreign Languages



Fons Sapientiae - Fount of Wisdom



APPLICATION PACK OVERVIEW

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- Person Specification
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MISSION STATEMENT

'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, which provides all of our pupils with exceptional moral and academic formation, so that they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith. We regularly unite as a community in celebration of our distinct Catholic identity. We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to come to love Christ more dearly and follow Him more nearly.

HEADTEACHER'S WELCOME

Thank you for expressing an interest in applying for the role of Head of Modern Foreign Languages at Saint Bede's Catholic High School.

As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development. The role of Head of MFL is pivotal to our provision of a broad, balanced and engaging curriculum.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

'At St Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family.'

Catholic Schools Inspectorate - March 2023

We are seeking to appoint a dynamic leader with an excellent track record of improving outcomes and engendering a love of modern foreign languages.

Potential candidates are very welcome to visit our school to meet our staff and pupils.

We look forward to receiving your application.

Yours sincerely,
Paul Marsden



JOB DESCRIPTION

Application Closing Date:	Friday 24 th January 2025
Pay Grade:	MPS/UPS plus TLR 2.3 (£7,490)
Hours:	Full time
Start Date:	Easter 2025

PURPOSE OF THE POST

- To lead the Modern Foreign Languages department to deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To raise attainment and maintain high standards in the department in all key stages.

TEACHING AND LEARNING

- To plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- To ensure that lessons are engaging and stimulating taking into account individual needs of the students across the department.
- To oversee the development and production of high quality teaching and learning plans and schemes of work.
- To manage, develop and share resources to enhance teaching.
- To run regular quality assurance of the teaching resources used in MFL.
- To monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- To keep records of students' progress and achievement and ensure appropriate targets are set across the department.
- To ensure all teachers in the department set relevant homework and mark it providing the students with a meaningful feedback.
- To implement and evaluate the departmental assessment policy to ensure that marking and assessment impact positively on students' achievement and are rated as outstanding in all key stages.
- To deliver high quality extra-curricular activities.

JOB DESCRIPTION

CURRICULUM AND ASSESSMENT PROVISION AND DEVELOPMENT

- To develop, in consultation with members of the department, a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school.
- To lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies which support the school's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To ensure the accuracy of exam entries and data.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable involving where appropriate, other staff and other schools, including feeder primaries.
- To encourage, facilitate and participate in the development of ICT within the department.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.

PLANNING, MONITORING AND EVALUATION

- To be accountable for the implementation of school policies and procedures within the department.
- To play an active role as a middle leader in whole school development.
- To ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- Manage the departmental stock, teaching resources and finances efficiently in order to achieve the aims of the school and the department.
- Draw and implement the Department Development Plan and prepare a departmental SEF.
- To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.

STAFFING

- To lead the department by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management and deployment of staff and to be mindful of work/life balance.
- To oversee arrangement for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- To be a team leader in performance management and the professional development of staff,
- To oversee the induction and monitoring of new staff in the department, and to ensure that ECTs and BTs are appropriately monitored and supported.
- Effectively line manage members of the department with responsibility allowances.
- With the Leadership team, plan for the staffing needs of the department, and to participate in the recruitment and selection of staff.

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PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Good Honours Degree or equivalent in relevant subject
- QTS
- Successful teaching record with relevant teaching experience to GCSE and A level
- Experience of leading curriculum development

SKILLS, KNOWLEDGE AND ABILITIES

- A thorough knowledge of the National Curriculum for MFL and all relevant areas
- An ability to deliver outstanding lessons across all key stages
- An understanding of the many strands of raising attainment in MFL.
- Experience in developing high-quality schemes of work in all Key Stages
- Knowledge of how to use data in order to target and intervene with pupils to raise attainment
- An ability to lead and motivate a team
- A knowledge and understanding of monitoring and evaluation procedures
- An ability to administer departmental resources etc.
- Ability to communicate effectively, both orally and in writing, with a range of audiences.
- Ability to use ICT to facilitate learning and for effective management and administration.
- Awareness of the issues arising from teaching students in an inner city setting.
- Ability to work under pressure and to deadlines.
- A commitment to inclusive education and equality of opportunity.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.

HOW TO APPLY

To apply please use the CES application form from the school website.

Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Your supporting statement must demonstrate the way you meet the job criteria and person specification.

Completed CES Applications Forms should be emailed to: head@stbedeslytham.lanc.sch.uk or posted to:

THE HEADTEACHER,
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is **Friday 24th January 2025 at 12noon.**

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

The required started date is **Easter 2025.**

Visit to the school: If you would like to visit our school before applying, please contact Mrs Kelly (School Operations Manager) on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

