



Curriculum Team Leader of Modern Foreign Languages

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE



Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and/or leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully
Jo Meloni
Headteacher

Curriculum Team Leader of Modern Foreign Languages

MPS/UPS + TLR 1b plus possible relocation allowance

Required for September, we are looking to appoint a strong classroom practitioner and leader with a clear vision for MFL education. You will need to have a drive for raising standards but more importantly a commitment to instilling your love of languages, culture and diversity on our students.

This is an exciting time for the MFL Faculty. It is fully staffed with specialists and we currently offer three languages throughout the school. The subject is expanding with a recent change to our curriculum model and a drive for more students to continue their language learning and love of the subject for longer. The department has its own suite of rooms and office, its own Foreign Language Assistants and offers an extensive range of extra curricular clubs and trips.

The key responsibilities are:

- To uphold and develop the ethos, values and aims of Sackville School through effective leadership and to develop, monitor and evaluate teaching and learning strategies and curriculum planning to meet the needs of all learners
- To drive up student attainment and progress through quality first teaching and effective assessment.
- To organise and lead extra-curricular provision
- To develop the MFL team and become a beacon department within the school
- To contribute positively and creatively to the school's middle leadership team and whole school priorities

Sackville is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and develop a lifelong love of learning. Our GCSE results are consistently strong with very positive progress 8 scores. Our large sixth form is also thriving and successful.

Please submit a letter of application addressing the following:

- How success in your current role has prepared you for this post
- How you will approach the role of Curriculum Team Leader of MFL at Sackville.

Closing Date: 8.00 am Monday 26 February 2024 **Interview date:** Thursday 29 February 2024

We reserve the right to close and shortlist early, therefore early applications are encouraged.

Application letters should be addressed to the Headteacher, Jo Meloni, on no more than two sides of A4. Please send your letter, together with the application form and safer recruitment form to the Headteacher's PA Katie Dawson kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

As a CURRICULUM TEAM LEADER you are also responsible for:

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school development plan and school policies.
- Supervision and guidance of students and staff.
- Represent the department at Curriculum Team Leaders' meetings and proactively support wider school development priorities.

Team

- Induction and guidance of all staff within your department
- Monitoring and management of all departmental work including assessment.
- Effective chairing of calendared team meetings including the sharing of agendas and action points.
- Represent the department at Curriculum Team Leaders' meetings.
- Support the safer recruitment process of new colleagues.
- Lead in the professional development of your team, keeping the team informed of curriculum development and policy implementation.
- Implement and participate in our performance development review process (appraisal).

MONITORING STUDENTS' EXPERIENCE

Attendance:

Ensure effective practice in accordance with the school policy.

Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

Records:

- Ensure that procedures are carried out so that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents/carers, as identified in the school monitoring evaluation and review calendar.

Uniform:

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

CURRICULUM

- Lead the team in planning for departmental improvement including the effective implementation of whole school priorities.
- Lead in the development and regular revision of appropriate schemes of learning that include assessment and adaptations in planning for effective teaching and learning for all students in accordance with school guidelines.
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, monitoring the standards and effectiveness of feedback through work sampling, moderation, analysing the quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and the development of high quality teaching and learning.
- Liaise closely with Year Leaders to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of clubs, trips and visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with national and school policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. 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.

PERSON SPECIFICATION

Curriculum Team Leader of Modern Foreign Languages

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
Experience		
Very successful teaching record	✓	
Ability to teach more than one language to GCSE level		✓
Successful leadership and management of a team		✓
Successful participation in and understanding of curriculum development	✓	
Involvement in extracurricular activities		✓
Evidence of working with partner schools (secondary or feeder)		✓
Abilities and aptitudes		
Clear communication skills (spoken, written and use of ICT)	✓	
Very good organisational skills	✓	
Very good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

MFL Department

Sackville's Modern Foreign Languages team is a thriving and diverse faculty with experienced teachers, exceptionally good examination results in recent years and healthy take-up from students from KS3 to KS4 and KS4 to KS5.

Modern Foreign Languages are taught by 3 full-time teachers, 4 part-time teachers and 4 Foreign Language Assistants who all share a commitment to improving and enhancing students' achievements at all levels. As well as the Curriculum Team Leader, two further MFL TLR posts are held in the faculty, one as Second in Department and one as Leader of Spanish.

Students learn French, German or Spanish at KS3. Year 7s have a 'carousel' of all three languages at the start of the year and then choose which MFL to learn. A second language is available to students at GCSE and a small but significant number take this option.

127 candidates were awarded a language GCSE (Edexcel) in 2022 with 70% achieving a pass. Take-up in current years 9 and 10 has dipped slightly but we are committed to offering MFLs to as wider a range of students across all abilities going forward.

MFLs are also offered at A Level in all languages (AQA). Sets are generally small and many students achieve high grades and go on to study languages at university.

The Faculty is very well resourced. Teachers have their own classroom and all MFL rooms have interactive whiteboards. A wide range of modern courses are used, principally those provided by Pearson through Active Teach, although with many classes, we have developed our own resources. We are currently trialling the EPI Sentence Builder courses with the present Year 7s and intend to carry this forward. There is excellent provision of ICT facilities and all classes use ICT to complement their learning. There is also a MFL department staffroom and separate office for the Curriculum Team Leader.

We offer trips abroad and all members of the Faculty work hard to arrange and participate in these trips. We currently offer the following trips:

- a Y9 and Y10 French residential trip to the Opal Coast
- a Y9 German residential trip to Aachen for the Christmas markets
- a Y9 Spanish residential trip to Cantabria
- we have thriving work experience opportunities for A level students in Madrid, Hamburg and Bourg-de Péage.

In addition, we take Y10 students to London for a multilingual poetry slam and Y9 students to the British Film Institute for language and film study days.

Sackville's MFL Faculty is typified by commitment to constant improvement in a friendly and supportive atmosphere.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



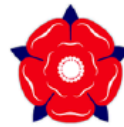
LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a lifelong love of learning
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through high quality teaching and assessment
- ✓ To ensure all students achieve their potential regardless of their ability, we fight for every child
- ✓ To plan an ambitious programme of professional learning for all staff, using research and evidence to guide their development
- ✓ To prepare students for the world of work and to live fulfilling adult lives as global citizens
- ✓ To work closely with other professionals and agencies to serve the needs of our community

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



PO S ITIVITY
A MBITION
C OMMUNITY
TEAMWOR K
INCLUSI V ITY
CUR I OSITY
RESI L IENCE
EQUA L ITY
HON E STY

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