



Head of Department MFL

Reporting to:	SLT
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Start date:	September 2023 or January 2024
Closing date:	9.00am, Tuesday 20 June 2023
Salary:	Ark Outside London Leadership Pay Scale: Points 5 – 9: £49,617 to £54,770

Applications will be reviewed as submitted therefore the school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.**

Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a two-campus secondary academy with a Sixth Form provision in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

We are excited to welcome applicants for this rare opportunity to join a successful languages department at our dynamic school in Hastings.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.

- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available should you be seeking to further your career beyond classroom teaching.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development working across a split site – the largest secondary with a 6th form in the Ark network.
- We offer health benefits such as a subsidised gym membership, Healthcare Cashplan, Cycle to Work scheme and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.

If you are ready to add further value to our dedicated, hard-working languages department and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

Alignment with the school's vision, values and approach to education is essential.

The Role and the Department

As a modern foreign languages teacher, the successful candidate will be instrumental in our mission to provide every student a great education and real choices in life, regardless of their background. A passionate practitioner, you will deliver high-quality, rigorous lessons that drive achievement and inspire a love of learning that extends beyond the classroom.

The successful applicant will be joining a supportive and friendly team, made up of teachers with a wide range of experience. The department delivers French and Spanish as well as facilitating exams in a range of home languages. As an 11 to 18

school sequential and rigorous 7-year curriculum plans are in place. As part of the Ark network there are rich and plentiful opportunities for leadership support and development and to work with colleagues from other secondary schools and subject specialists.

We are looking for someone who is a passionate teacher who can articulate a love of the subject and be able to communicate effectively with students of all abilities. Someone who is proactive, has excellent communication skills, is experienced in establishing successful learning relationships with young people and adults and has a genuine passion for and belief in the potential of every student.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

Ark is committed to and invest in developing teachers through all stages of their careers. Joining the Ark Network, you will have plentiful opportunities to engage with experts and collaborate across schools to build upon your knowledge and develop a strong skill set.

To arrange an informal, confidential conversation about the role or to arrange an informal visit, please contact the HR Department at ALEHR@arkalexandra.org

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org or for further information about Ark Schools please read 'Why join an Ark school?' available for download on the application website.

Please submit your application by visiting [our vacancies page](#).

Closing Date: Tuesday 20 June 2023 at 9am.

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.

Job Description: Head of Department MFL

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Contract:	Permanent
Working Pattern:	Full-time
Salary:	Ark Outside London Leadership Pay Scale, points 5 – 9: £49,617 to £54,770

The Role

As Head of Modern Foreign Languages, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will lead the professional community of language teachers and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

Key Responsibilities

Leadership and Management

- Lead, develop and line manage the department's staff, through the provision of CPD, inset training days, supervising ECTs, ITT students and support staff, etc.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the MFL team
- Manage departmental budget and resources effectively and efficiently
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Develop strong partnerships and ensure regular communication with parents and carers

Improving Teaching & Learning

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
- Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Be accountable for student progress in MFL across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions

- Monitor the work of the department through rigorous and regular lesson observations, work scrutinies, and provide detailed, constructive feedback
- Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
- Liaise with other department heads on a regular basis to ensure curriculum and learning goals are met across all subject areas and to exploit cross-year and cross-curricular links
- Keep up to date with any changes in learning and teaching related to MFL, DfE guidance, assessment regulations, etc. and ensure staff are kept informed
- Work with colleagues, students and families to develop a strong school community

Curriculum and Assessment

- Be responsible for maintaining and tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
- Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department
- Predict student outcomes and set ambitious targets

Teaching Responsibilities

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Teach high quality lessons so that all students achieve their targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes with a specific focus on intervention for vulnerable groups including PP, EAL, SEND students
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Professional Development

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy
- Ensure you understand your professional responsibilities in relation to school policies and practices
- Evaluate your own teaching critically and use this to improve your effectiveness
- Engage, positively, with the Academy's performance-management system

Non-Subject Responsibilities

- Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional well-being
- Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration
- Develop strong and positive relationships with students
- Implement all school policies, including the school's behaviour policy
- Contribute to the design and delivery of the school's enrichment curriculum
- Model the ethos and vision of the school at all times
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary
- Establish and maintain effective working relationships with all colleagues
- Be familiar with and comply with the School's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Ensure compliance with Arks data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

Form Tutor Responsibilities

- Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress

- Develop strong, trusted, relationships with each tutee to act as their mentor.
- Implement the Academy's attendance, rewards, sanctions, behaviour and monitoring policies
- Monitor the safeguarding and welfare of tutees
- Ensure relevant staff are aware of any issues with tutees as required
- Proactively engage parents of tutees and endeavour to build positive home-school relationships. Act as the primary point of contact for parents of your tutees
- Model the ethos and vision of the school

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Support with other school activities and enrichment, when required.

Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team/Line Manager.

Person Specification: Head of Modern Foreign Languages

Qualification Criteria

- Qualified to teach in the UK
- Degree in a modern foreign language, preferably French or Spanish

Experience

- Evidence of raising attainment for multiple groups of pupils
- Evidence of continually improving the teaching and learning of their subject through co-planning or coaching or staff

Skills and attributes

We are looking for these skills and attributes or at the very least, a clear, demonstrable capacity to develop them:

Leadership

- Effective team worker and leader
- High expectations for accountability and consistency
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

Teaching and Learning

- Excellent classroom practitioner
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Communication skills

- The ability to listen and communicate effectively
- Empathy and the ability to listen to and to lead diverse individuals and groups
- The ability to influence and motivate others

Problem solving

- Identify, analyse and resolve problems and issues
- Develop plans with concrete outcomes and effective solutions
- Evaluate results and identify necessary actions

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks
- Stay calm in difficult situations and maintain clarity of vision
- Be adaptable in the face of adversity

Results and learning orientation

- Awareness of own strengths and limits
- Commitment to ongoing improvement and learning
- A passion for teaching subject
- Focus on achieving challenging goals and results
- Resourcefulness and flexibility in delivering outcomes

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).