



Uckfield College

Recruitment Information Booklet

**Assistant Curriculum Leader
of Modern Foreign Language
French Specialist
MPS/UPS plus TLR2A**

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Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: www.uckfield.college. If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry
Principal



About our College

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In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

"Teachers make better use of assessment information to plan work that meets the needs of all pupils."

"Teachers make good use of technology available."

"Teachers have worked collaboratively... to increase the level of challenge for pupils."

"Teachers... ensure a consistent approach to feedback."

"Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."

"Pupils feel that their teachers listen to them in lessons and that they are well challenged."

"Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

"Pupils are typically very well behaved."

"Pupils are friendly, polite and there is a harmonious atmosphere in the school."

"Pupils say that homework tasks extend their current learning and provide additional challenge."

"Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.



Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



Assistant Curriculum Leader of MFL (MPS/UPS)

Hours	Full Time
Commencement	1st September 2019
Contract	Permanent
TLR	TLR2A

The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 18th March at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our Personnel Assistant, Caroline Selden, on 01825 764844 extension 1232 or email hr@uckfield.college.

The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Lesson Observation
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.

Job Description

Job Title: Assistant Curriculum Leader of Modern Foreign Languages

Responsible To: Curriculum Leader of Modern Foreign Languages

Main Purpose of the Job

To be accountable for a discrete Subject and to support, hold accountable, develop and lead a team of people focusing on this area in order to raise standards of student attainment and achievement.

To carry out the professional duties of a teacher as circumstances may require and in accordance with the College's policies under the direction of the Principal.

To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

Job Dimensions

Students: Accountable for the oversight of learning of all students.

Staff: Where appropriate, accountable for the direct line management/coordinating the work of teaching staff and other relevant personnel within the department.

Resources: Accountable for the teaching and learning budget allocated to this curriculum area; the physical learning environment.

Key Accountabilities

Strategic Direction and Development:

Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to whole College improvement.

Develop and implement policies and practices which reflect the College's commitment to high achievement and effective teaching and learning.

Develop and implement policies and practices which reflect the College's commitment to every child.

Lead developments across the subject area which identify clear targets, timescales and success criteria for the Subject Area Development Plan.

To monitor and evaluate progress against the Subject Area Development Plan including the quality of teaching and learning.

To lead, the development of syllabus choice and schemes of work taking account of College and National trends.

Ensure the maintenance and availability of accurate and up to date information about the Subject area.

to analyse departmental and college data to ensure that student performance targets are in line with whole College targets.

Create a positive atmosphere for learning for all students across the Subject area including the management of behaviour.

To contribute to the development of College policy.

To act as a Champion for your Subject area and contribute to whole College issues.

To implement College policies and procedures e.g. Equal Opportunities, Health and Safety, SEN, Literacy, Numeracy and ICT across the curriculum area.

To ensure provision for safeguarding and promoting the welfare of students across the subject area in lessons and other activities.

Leading and Managing Staff:

Provide the necessary support, challenge, intervention and information to sustain motivation and secure improvement in teaching and learning.

To develop and sustain a shared vision and common purpose in Subject area and to secure commitment from all staff in the department.

To be a positive role model for your team/department.

To develop team-working strategies.

To oversee the coordination of INSET provision that meets the training needs of the team.

To use coaching and mentoring strategies as appropriate to develop team members.

Line management of colleagues to include Performance Management where appropriate.

If relevant to provide advice on threshold, upper pay spine and other professional development opportunities.

To be aware of the welfare and wellbeing of staff in the Subject area.

Teaching and Learning:

Secure and sustain effective teaching, evaluate the quality of teaching and standards of students' achievements and set targets for improvement to ensure high standards across all key stages and external assessments.

Pedagogy and methodology - to draw upon best practice in teaching and learning and share across the team eg learning styles and thinking skills.

To develop the use of lesson observations to improve practice ie part of College self-evaluation and review and internal procedures.

To ensure marking and assessment across the Subject area is in line with College policies (including AFL policy) and meet exam board criteria.

To implement where relevant, educational enhancements (booster classes, trips and visits).

To establish and develop the process of target setting across the Curriculum/Subject area in line with curriculum practice and work towards their achievement.

Coordinate praise, rewards and good news/publicity about student participation and achievement.

Monitor student progress and implement intervention strategies.

Deployment of Resources:

Identify and monitor appropriate resources to ensure that they are used efficiently, effectively and safely.

If applicable manage the teaching and learning budget of the Subject area to ensure Best Value for Money;

To ensure that the Subject area's teaching commitments are effectively and efficiently timetabled and roomed.

To deploy resources to maximise student learning.

To oversee the use of accommodation and resources to create a positive learning environment.

To coordinate the organisation and maintenance of equipment and stock.

To implement College policies, procedures and risk assessments with regard to Health and Safety e.g. COSHH.

To oversee the effective, efficient deployment of student teachers to ensure curriculum and pastoral continuity.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Subject area with the cover supervisor/relevant staff.

To be responsible for the efficient and effective deployment of the Subject area's technician/support staff.

To participate in the selection of staff new to the College and/or to teaching and to ensure effective induction.

To set up review procedures to support staff promoted to new posts within the Subject area.

Communication

Communicate and consult with parents and Governors where appropriate.

to contribute to the corporate life of the college and represent the Subject area through effective participation in meetings eg Curriculum Leaders; Leadership Team and Key Stage discussions;

to liaise with external agencies as appropriate

to chair meetings as appropriate

to take responsibility for Subject area in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with other schools.

to represent the wider Subject area as and when required.

Curriculum Development

To lead on and evaluate Subject development and provision (syllabuses/schemes of work) across the subject area in order to ensure appropriate challenge and success for every student.

To keep up to date with National developments in the curriculum area and teaching practice and methodology.

To actively monitor and respond to Subject development and initiatives at National, Regional and local levels.

Quality Assurance

To ensure the effective implementation of High Reliability protocols across the Subject area.

To evaluate the practice within the department and reporting and evaluate on examination performance in line with the College self-evaluation process.

Developing the use of Student Voice across the Subject area.

Refer to the current 'Conditions of Employment for Teachers other than Head Teachers' from School Teachers' Pay and Conditions Document from the DfE.

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' contained at Appendix A.

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

Person Specification: Assistant Curriculum Leader of MFL

	Essential Criteria	Desirable Criteria
Education and Training	<p>Qualified Teacher Status</p> <p>Good Honours Graduate</p>	Evidence of relevant further professional development
Subject	Specialist subject area – French	Able to teach subject to A Level
Experience	Use of strategies to have successfully raised student achievement	Leadership experience
Personal	<p>Outstanding classroom teacher</p> <p>High quality interpersonal skills</p> <p>Team player</p> <p>Flexible</p> <p>Proactive and able to make decisions</p> <p>Ambitious, personally and for the College</p> <p>Positive 'can do' attitude</p> <p>An educational vision focused on students</p> <p>Excellent range of communication skills; listening as well as speaking, presenting, writing</p> <p>Aware of strategies to raise student achievement</p>	

Role of Form Mentor

Line Manager: Director of Year

Professional Duties

- To act as the first point of contact between home and college and to advise and guide parents and students on a day to day basis.
- To get to know the students in the mentor group and strive to be aware of backgrounds as these will affect the student's performance in college.
- To establish a positive relationship between mentor and the student so that the mentor is aware of both danger signs and indications that the group and individuals are functioning well.
- To encourage each student to take a full part in college activities.
- To be a source of information about the college and to interpret college policy to the students as it affects them.
- To maintain high standards of college uniform with all students in the group.
- To liaise with senior pastoral staff about students in difficulty or trouble.
- To complete the form register and to do so in a well-controlled manner so that the information recorded is accurate and in accordance with the notes in the staff guide.
- To check (using Google Classroom) and encourage students to:
 - complete homework that is set; and
 - hand homework in on time.
- To ensure that all absences are covered by letters or telephone calls from parents. Directors of Year should be notified when a Form Mentor is unable to obtain a satisfactory reason for absence either from the students or from contact with the parents directly.
- To monitor students' academic progress through profiles/reports and data/progress analyses. To make a meaningful and appropriate comment on social and academic progress made as required by the style of the report.
- To co-ordinate appropriate intervention strategies to support students' academic and social progress.
- To deliver the set mentor programme during Personal Development Time and PSHCE.

Departmental Structure and Organisation 2018/2019

Modern Foreign Languages Department

Staff

Chantal Habouzit	Curriculum Leader	French/German
Beth Brown	Teacher and Deputy Curriculum Leader	Spanish/French
Jenny Buckland	Teacher	Spanish/French
Mairi Mitchell	Teacher	French/Spanish
Marianne Fox	Teacher	French/Spanish
Lianne Shaw	Teacher	Spanish/French
Julie Juttner	Learning Assistant	

Accommodation

The Department is housed in a purpose built, state of the art suite of rooms, comprising 6 classrooms and a departmental office. Each classroom is fitted with an interactive whiteboard and audio visual technology. The department is also developing a resource bank of subject specific software.

All teaching staff are currently issued with a free Chromebook. To enhance learning, all students have Chromebooks (Years 7 to 11) or their own device (Sixth Form).

Starting February 2019, Uckfield College is having the majority of the school rebuilt. The Modern Foreign Languages department will be in the brand new building from September 2020.

Resources

There are French and Spanish dictionaries available in all teaching rooms.

Resources are shared on our Learning Platform.

Modern Foreign Languages Provision

Year 7	Students are taught in sets and study two periods per week of either French or Spanish. Model lessons are embedded in our SOL and are used by all teachers in the department.
Year 8	Students continue to study their language for two periods per week. Model lessons are embedded in our SOL and are used by all teachers in the department.
Year 9	In Year 9 students continue to study their language for five hours a fortnight. We follow the AQA syllabus and are using AQA GCSE textbook and we correct the ground sections of the Foundation book. Dual linguists would study two languages. All students have their Kerboodle personal log-in. Model lessons are embedded in our SOL and are used by all teachers in the department
Years 10 and 11	In Years 10 and 11 students continue on their GCSE course. Students have five hours a language a fortnight. All students have their Kerboodle personal log-in. Model lessons are embedded in our SOL and are used by all teachers in the department.
Year 12	In Year 12 students have four periods per week with two teachers and follow a topic-based curriculum using a variety of resources. Students follow the AQA syllabus. Main text book is Year 1 A-level AQA for French and Spanish. Model lessons are embedded in our SOL and are used by all teachers in the department.
Year 13	In Year 13 students have four periods per week with two teachers and follow a topic-based curriculum using a variety of resources. Students follow the AQA syllabus. Main text book is Year 2 A-level AQA for French and Spanish. Model lessons are embedded in our SOL and are used by all teachers in the department.

The current (and subsequent) Year 8 students are choosing their GCSE options this year and will study their Language GCSE over three years (Years 9, 10 and 11).

Public Examinations

Years 10 and 11	Students are prepared for the AQA GCSE in French or Spanish. For GCSE, students are assessed by terminal exams at the end of Year 11 in listening, speaking, reading and writing and each skill is worth 25% of the final GCSE. KS4 support sessions are offered after school.
Year 12	Students are prepared for the AQA Year 1 A-level internal examination in French and Spanish.
Year 13	Students are prepared for the AQA Year 2 A-level external examination in French and Spanish.

Additional Information

Pleasure in the use of a foreign language for practical purposes and success in learning are the two principal aims of the Department; the continuing development of a communicative methodology, which respects both these ideas, has a high place on the Department's agenda.

Departmental meetings are scheduled at regular intervals; they are lively and constructive; our aim is to work together towards moving the Department forward and raising its status within the College.

We run a variety of trips throughout the year, a Festival of Languages in September to celebrate the European Day of Languages and an Assembly to raise the profile of languages throughout the college.

Last year's GCSE exam results were above the national average in French and Spanish. In Summer 2018 results were 81% (Grades 9-4) and 69% (Grades 9-5) in French and 83% (Grades 9-4) and 71% (Grades 9-5) in Spanish.

The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to Caroline Selden, Personnel Assistant at Uckfield College, hr@uckfield.college. Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 18th March at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include meetings with key members of the team, a lesson observation, a tour of the College and formal interviews.

If you require any further information please contact Caroline Selden at Uckfield College on 01825 764844, extension 1232 or email hr@uckfield.college. Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email t.fletcher@uckfield.college.

