

Information Booklet

Strategic Leader of Modern Foreign Languages
(MFL)



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School and Scissett Middle School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack, alongside your wider research about the Trust and schools, will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Our Schools



Birdsedge is a small, rural school on the outskirts of Huddersfield. The school is set in a beautiful location, surrounded by the rolling hills and woodland scenery of the Upper Dearne Valley. We are located in the village of Birdsedge and we are an active part of the local community, with strong links with local Church and other Community groups.

Birdsedge First School
Penistone Road
Birdsedge
Huddersfield
HD8 8XR
www.birdsedgefirst.org



Shelley First School
School Terrace
Far Bank
Shelley
Huddersfield
HD8 8HU
www.shelleyfirstschool.co.uk

We are fortunate to have a vibrant and happy school, supported by a wonderful school community. Our motto 'together we succeed' truly reflects our philosophy and successes.

We ask all of the community to adhere to our ethical code:

- Care, fairness & respect
- No barriers to learning
- Celebration and joy in all achievements

Children at Scissett Middle School enjoy a wide range of activities which extends their experience in many parts of the curriculum. Health and Safety is emphasised in all school activities, and always plays a key role in the organisation of field trips and visits. Scissett Middle School provides an outstanding education for all its pupils and prepares them for life in the 21st century.

We will create an inclusive culture of learning where all children will be challenged in their thinking, strive for continuous improvement and be motivated to become lifelong learners. We will empower our children to become respected citizens and enable them to make valuable contributions locally, nationally and globally.



Scissett Middle School
Wakefield Road
Scissett
Huddersfield
HD8 9JX
www.scissett.com

Kirkburton Middle School
Turnshaw Avenue
Kirkburton
Huddersfield
HD8 0TJ
www.kirkburtonmiddleschool.co.uk

KMS provide a welcoming and secure environment in which pupils enter as young children and leave as confident young adults, each developing at the rate that is right for them. We specialise in supporting, nurturing and guiding young children through this time in their lives – emotionally, socially and academically – in order that they are able to achieve well and feel safe.

We believe strongly in the importance of the principle of inclusion, the development of the whole child and meeting the needs of the individual. To this end we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.



Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

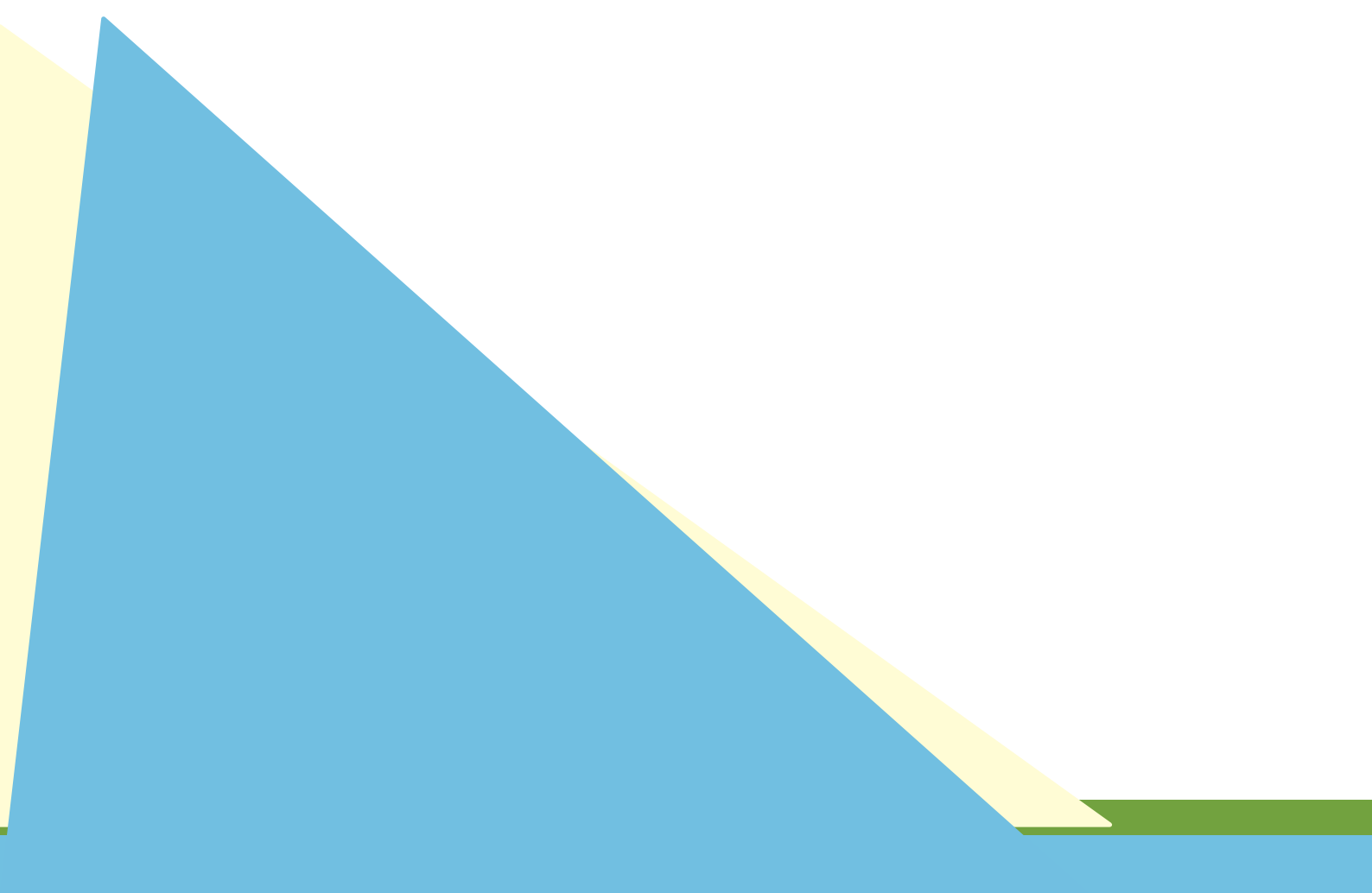
All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.



Strategic Leader of Modern Foreign Languages (MFL)

For Kirkburton Middle School and Scissett Middle School

| | |
|----------------|---|
| Organisation | Kirkburton and Scissett Middle Schools |
| Job Scale | Leadership 1-5 |
| Hours | Full time |
| Type | Permanent |
| Job share | Applications can be considered |
| Location | The primary place of work shall be either Kirkburton and/or Scissett Middle School. You may be required to work at any school within the Trust. |
| Responsible to | Headteacher of both school |

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. All staff will be subject to an enhanced DBS check.

Equality Information

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made. Equality monitoring information is not accessible by recruiting managers at any stage.

Overview

The Strategic Leadership role is a new one within our Trust. It is shaped through the strong collaborative work of Kirkburton Middle School and Scissett Middle School. Each school has their own unique identity but a shared commitment to secure the highest standards of education for all our students regardless of the school attended. This role is crucial in realising this vision and is a great opportunity for someone who is passionate about their subject, but who is also motivated by working with children in Upper Key Stage 2 and Key stage 3.

The aims of the post of Strategic Curriculum Leader are to:

- Align curriculums across the middle schools to ensure parity and high expectations.
- Ensure high quality subject specific CPD and moderation processes which enables accurate and robust data collection.
- Line manage, support and challenge leaders and subject teachers within the departments in each school to ensure high quality Teaching and Learning.

Basic Job Purpose

The role of the Strategic Curriculum Leader is crucial in developing the ethos of achievement within the Curriculum Area, in harmony with the aims and ethos of The Mast Academy Trust. Strategic Curriculum Leaders are key to the success and development of the middle schools, and the raising of pupil achievement. They are also essential in ensuring strong transition for pupils and support for First Schools within the Trust.

Strategic Curriculum Leaders must ensure that targets for improvement in the Curriculum Area are set and met, through positive approaches to Curriculum development, the alignment, planning and preparation of schemes of work, the monitoring of learning and teaching across the Curriculum Area and the support and development of staff.

Strategic Curriculum Leaders form a vital part of the Senior leadership team in each of the Middle Schools and a bridge between middle and senior leadership.

Strategic Curriculum Leaders need to have a good knowledge of educational issues and are expected to keep up to date with, lead on and work in conjunction with Subject leaders/TLR holders within their specified area alongside staff within the team in both schools, on improving pedagogy and practice where it is relevant to the Curriculum Area. They are expected to work collaboratively and strategically across the middle schools to secure the very best practise on each site; ensure curriculum parity and an equality of opportunity for children and staff.

Main Responsibilities – Strategic Leader of MFL

Staff

Responsibilities in relation to staff are to:

- Monitor the effectiveness of, and have oversight for, the work of members of the Curriculum Area (where relevant)
- Line manage, support and direct TLR holders within the Faculty area
- Ensure opportunities are provided for the professional development of staff, ensuring that they are up-to-date with developments in the subject Area in order to improve the quality of learning and teaching
- Support the performance management and Appraisal of staff
- Be responsible for the support and supervision of staff
- Ensure the proper and effective supervision of the work of Newly Qualified Teachers and Beginning Teachers within the Curriculum Area.
- Liaise with Headteachers in each school to report on the standards within the area and ensure robust improvement plans are in place and progress against areas for improvement are tracked and monitored.
- Ensure that staff support and uphold the school's aims and policies
- Plan and prepare a working staff handbook for the Curriculum Area as appropriate, advising on procedures, policies and practices

Pupils

Responsibilities in relation to pupils are to:

- Have oversight of the learning of all pupils within the Curriculum Area working with any Subject Leader/TLR leaders as appropriate.
- Ensure that staff within the Curriculum Area create an ethos in which pupils feel safe and learn effectively
- Ensure that rewards policies are applied in line with Curriculum Area and whole school policy, so that pupils are praised and rewarded for good work
- Ensure that proper assessment procedures are set up in line with school policies and monitor the quality of those assessment procedures, school reports and other such communications across the Curriculum Area
- Ensure that structures are developed to deal with underachievement, poor behaviour and attendance where this affects learning, in line with subject and whole school procedures
- Make contact with parents as appropriate in line with whole school procedures
- Ensure curriculum planning has taken account of the needs of SEND pupils and that the needs of these pupils are consistently met in lessons.
- Oversee the allocation of staff to teaching groups and liaise with the Senior Leadership Team and subject leaders/TLR holders.
- Oversee the organisation of suitable pupil groupings, particularly where there is setting within the Curriculum Area, and ensure that proper group lists are compiled for input onto the administrative computer systems
- Ensure the provision of extended learning opportunities within the Curriculum Area, ensuring that any subject visits are organised in line with school policies.

Curriculum

Responsibilities in relation to the Curriculum are to:

- Ensure that suitable long, medium and short term plans are prepared, aligned across the schools and take account of internal and external developments and requirements as well as school policies and aims so that the Curriculum is effectively delivered to pupils of all abilities
- Monitor and evaluate schemes of work and update as appropriate

- Initiate Curriculum discussion and ensure that there is constant review of teaching approaches and subject content, in line with the National Curriculum and other external requirements, so that pupils can progress within school and when they leave
- Oversee the use of baseline data within the Curriculum Area and track progress of all pupils and groups.
- Oversee the analysis and dissemination of relevant pupil data, and use this to set realistic but challenging targets for staff and pupils
- Provide information, as necessary, to the Headteacher, parents, teachers and governors about the work of the Curriculum Area

Resources

Responsibilities in relation to resources are to:

- Plan and administer Capitation income and expenditure in conjunction with the School Business Manager, ensure its effective use and ensure that the school gets good value for money in all its purchases
- Be responsible for monitoring the use of all Curriculum Area classrooms, negotiating with premises staff on relevant issues
- Ensure that all staff have the equipment and resources needed for pupils to learn effectively and ensure that equipment and resources issued are properly used and returned
- Be responsible for good Health and Safety practice within the Area

Role Specific

- Undertake self-evaluation and review as appropriate in line with whole school self-evaluation and review processes, including annual review of the subject Area spotlights.
- Manage and monitor systematic forward planning for the Curriculum Area in line with the School Improvement Plan including developing a Curriculum Area Improvement Plan
- Ensure there is a commitment to equality of opportunity for staff and students within the Curriculum Area in line with whole school principles
- Promote the work of the Curriculum Area through parents' evenings, assemblies, cross curricular opportunities and links with the community
- Undertake any other duties that can reasonably be expected by the Headteacher to ensure the effective running of the Curriculum Area and whole school middle/senior leadership functions

Person Specification – Strategic Leader of MFL

| | | | |
|----------|-----------|----------|------------------|
| E | Essential | A | Application Form |
| D | Desirable | T | Test/Exercise |
| | | I | Interview |
| | | R | References |

Qualifications & Experience

| | | |
|----------|--|-----------|
| E | 5 or more GCSEs at grade C or above, including English and Maths (or equivalent) | A |
| E | Qualified Teacher Status | AI |
| E | Degree or equivalent academic qualification | AI |
| D | NPQ in leadership | AI |

Experience, Knowledge & Understanding

| | | |
|----------|---|------------|
| E | Successful teaching at secondary level, with excellent subject knowledge, primarily in French | AI |
| E | Pedagogical expertise in the subject | I |
| E | Evidence of a good record of raising achievement and improving standards | ATI |
| D | Evidence of appropriate professional development | A |
| D | Evidence of the ability and experience to develop and maintain a sense of vision for the curriculum area. | I |
| D | Understanding of the GCSE requirements for French | AI |
| D | Understanding of the KS2 curriculum for French | I |
| D | Experience of successful team leadership and team membership | I |

| Skills & abilities | | |
|-------------------------------|---|-----|
| E | well-developed time management, planning and organisational skills | I |
| E | ability to communicate to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills | ATI |
| E | sound judgment and ability to make decisions based on understanding of relevant information | I |
| E | able to prioritise work, use own initiative and to manage work to meet tight deadlines | AI |
| E | adaptability to changing circumstances/ideas | I |
| E | attention to detail | AI |
| E | vision, imagination and creativity | I |
| Personal Qualities | | |
| E | adaptability to changing circumstances/new ideas | I |
| E | ability to inspire confidence in staff, students, parents and others | I |
| E | a commitment to Middle School education | I |
| E | reliability, integrity and stamina | IR |
| E | determination to succeed and the highest possible expectations of self and others | I |
| E | intellectual ability and curiosity | I |
| E | resilience and perspective | I |
| E | personal impact and presence | I |

The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

If you wish to apply for the post of Strategic Leader for MFL, then please complete the application documents found on <https://www.scissettmiddle.com/job-vacancies>

Completed applications should be returned to:

Mrs S Booth

Scissett Middle School

Wakefield Road

Scissett

Huddersfield

HD8 9JX

Your application can also be emailed to sbooth@scissett.com

If you would like an informal discussion with regards to the role prior to applying please contact Sally Booth: sbooth@scissett.com to arrange a time with the Headteachers.

The **closing date** for applications is **Friday 23 April 2021 at 12pm.**

The **interview date** is expected to take place on **Thursday 6 May 2021.**

If we have not contacted you by Friday 30 April 2021 please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate is September 2021.

Please accept this as acknowledgement of the time and interest you have shown.