

# JOB PROFILE

## HEAD OF MFL

Start date: September 2024



Luckley  
HOUSE SCHOOL



## HEAD OF MFL

### OVERVIEW

Luckley is a warm and welcoming school; we are a community, small enough at around 380 for everyone to be seen, valued and counted, but large enough to provide an excellent education, hosting a wide variety of academic, sport and creative opportunities.

We are a co-educational school with the privilege of educating boys and girls from Year 7 through to Year 13, with both day and boarding places on offer.

We are looking to appoint a well-qualified, innovative, and enthusiastic full-time Head of MFL.

You will be heading up a motivated team, comprising four teachers covering French, German and Spanish, and three Foreign Language Assistants, to deliver AQA specifications at both GCSE and A Level.

The successful candidate will have the ability to teach at least 2 languages one of which must be to A Level and the second language to GCSE. The ability to teach French to at least GCSE level would be an advantage.

In addition to this, you will oversee the delivery of Chinese tuition to native speakers and the administration of GCSE and A Level exams through Edexcel.

### TERMS & CONDITIONS

**Start Date:** September 2024

**Terms:** Permanent, full time.

### BENEFITS PACKAGE

#### Salary

A competitive salary will be offered depending on qualifications and experience.

Further details are available on request.

#### Non-contractual benefits

- School's Pension scheme with a generous employer's contribution as well as a death in service benefit.
- Staff at Luckley House School are eligible for a staff discount on basic tuition fees subject to their child(ren) meeting the entrance requirements.
- All staff may park in the school car park.
- Employee Assistance Programme (EAP).
- Free lunches.
- Use of School gym.

**Closing date: Friday 26 April 2024 (noon)**

(Early applications are encouraged as we reserve the right to interview and appoint before the closing date.)



# JOB DESCRIPTION

**Job Title:** Head of MFL & Form Tutor

**Job Purpose:** To assume overall responsibility for the teaching, development and administration of your subject in the light of current educational practice.  
To promote the happiness and well-being of staff and pupils within your department.

**Accountability:** To the Deputy Head (Academic) for your work as Head of Department.  
To the Senior Deputy Head (Pastoral) for your work as a Form Tutor and any extra-curricular activity which you participate in and/or organise.

## Main Responsibilities

### Overall Responsibility

1. To provide inspirational leadership of teaching and learning in your department with the objectives of academic excellence and outstanding pupil progress.
2. To act as a team leader, creating vision, sense of purpose and pride in the department.
3. To co-ordinate the production and maintenance of the Department Handbook, including schemes of work and to monitor and evaluate policies in line with the whole school policies.
4. To be responsible for continuously improving the quality of teaching and learning in the department.
5. To monitor the progress of classes and individual students in your department, including those with SEND and EAL.
6. To bid for departmental capitation annually and ensure the resources of the department are safely and economically used and cared for, maintaining a safe and stimulating environment.
7. To be aware of current Health and Safety regulations relevant to the work of your department.
8. To lead and coordinate a programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunchtime clubs, national competitions, as appropriate to the subject, to support the teaching and learning within your department.

## General Teaching Duties

### Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.



## **Monitoring, Assessment, Recording, Reporting, and Accountability**

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures and provide informative, helpful and accurate reporting to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

## **Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area. To assist with the development and organisation of your subject.
3. To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

## **Professional Standards and Development**

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities in particular the School's Enrichment Programme.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
9. Be aware of the role of the Board of Governors of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
  - have SEN;
  - are gifted and talented;
  - are not yet fluent in English.
12. To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Head or other members of the Leadership Team.

## **Health and Safety**

1. Be prepared to undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.



4. Undertake supervisory duties as part of the general teaching staff rota.

### **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially NQTs and ECTs.

### **Tutor Responsibilities**

1. Take an interest in each tutee, encouraging and challenging as necessary.
2. Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence.
3. Monitor pupil homework and planners.
4. Monitor behaviour, progress and achievement and support pupils as required.
5. Communicate effectively with parents including termly tutor reports.
6. Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff.
7. Support the Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education. This is done through the 4U (PSHE Programme) as guided by the Head of PSHE and Heads of section.
8. Organise form assemblies.
9. Ensure all communications are recorded and BCC'd into Pupil records and to monitor rewards and sanctions of the tutor groups.
10. Attend all school assemblies and to sit with the Form.

### **Sixth Form Academic Tutor**

The Sixth Form tutors are placed in a rota system for the registrations of both Year 12 and 13, for the morning and afternoon sessions. These will take place in either the study room or one of the classrooms. The Sixth Form attend assembly on Mondays, Wednesdays and Friday service every half term. Tuesday, Thursday and Friday mornings are to be utilised for tutorials or enrichment, however tutors may use some non-contact time as well to meet with their students. Each tutor must maintain their orange file of profiles for their group. Each tutor is allocated a selection of Year 12 and 13 students whom they follow for two years. Throughout this time, they are encouraged to organise themselves and their tutees to have academic tutorial meetings as a minimum of once a fortnight. During these meetings they are to discuss academic progress, monitor any 'cause for concerns' or 'shining stars' from subject staff as well as offer pastoral care and guidance for the next stage of their lives after finishing at Luckley. Sometimes this quota will not be met due to the needs of others in the group.

The Head of Sixth Form and Assistant Head of Sixth Form can be accessed by the tutors and tutees if needed, to offer support to particularly challenging situations. The tutor will write any reference needed for the pupil, normally UCAS, and be able to provide a good amount of information about the student's character, how the student is progressing through school and their involvement in extra-curricular activities, both in and out of school. Tutors will be expected to attend a tutor group meeting once per half term.



# PERSON SPECIFICATION

**ESSENTIAL    DESIRABLE**

<b>QUALIFICATIONS</b>		
A good honours degree in a subject relevant to the teaching aspects of the role	✓	
PGCE or equivalent that gives QTS		✓
<b>KNOWLEDGE/SKILLS</b>		
An excellent knowledge and understanding of subject area	✓	
An awareness of curriculum issues relating to subject area	✓	
Able to provide inspirational leadership of teaching and learning in the MFL Department	✓	
The ability to observe colleagues and provide insightful feedback on classroom practice	✓	
The ability to manage the performance of others, including the use of appropriate procedures	✓	
Well-organised and able to plan creatively and effectively	✓	
Able to use ICT to enhance learning and teaching	✓	
Skilled at fostering both independent and collaborative student-led learning	✓	
Able to engage, enthuse and motivate pupils of all abilities and enable every child to fulfil their potential	✓	
Able to communicate effectively with pupils, parents and staff in an appropriate way	✓	
<b>PERSONAL QUALITIES/DISPOSITION</b>		
An inspirational teacher and an outstanding classroom practitioner who is committed to raising the achievements of our students	✓	
Passionate about teaching modern foreign languages and able to instil a love of languages in our pupils	✓	
Committed to delivering high quality teaching and learning	✓	
Able to embrace change and new initiatives in teaching	✓	
Able to work well collaboratively as part of a team; to share best practice and contribute to subject decision-making	✓	
Has high expectations of students and their behaviour	✓	
<b>BACKGROUND/EXPERIENCE</b>		
The ability to teach at least 2 languages (French, German or Spanish) one of which must be to A Level and the second language to GCSE	✓	
The ability to teach French to at least GCSE level		✓
<b>OTHER</b>		
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School	✓	

## WHAT OUR STAFF SAY.....

“When thinking of Luckley House School, there is one word in particular that comes to mind – community. This struck me when I first read the website, and was reinforced when I first visited the school. Suffice to say, that sense of community, and sense of belonging, was not unique to those two moments. I feel blessed to work with such an extraordinary group of students and staff, within an environment that fosters a sense of family and mutual respect.

As a school, Luckley really lives by its ethos – a set of pillars that very closely align to my own values. It is fantastic to experience and work within an organisation that is prepared to ‘walk the walk’ – and model attributes such as kindness, integrity and inclusivity. The students are fantastic, and are core to what the school stands for. I feel very privileged to work at Luckley House School, and would encourage any prospective staff member to consider applying. There is no school quite like Luckley!”

*James, Head of Science*

“I have just completed my first year at Luckley House School, which is also my first school after becoming a teacher.

Since starting at Luckley, I have had an incredibly positive and fulfilling experience. The friendly and welcoming staff created a supportive environment that made me feel valued and appreciated from day one.

It was important to me, that my first school was a place where I would be able to enjoy teaching and have the support around me to be the best I can be and Luckley has absolutely been that place.

I look forward to the future, knowing that I am part of a school that values and supports its teachers.”

*Niall, Teacher of PE*



“I have been at Luckley for just over a year now and have enjoyed every minute of my time here. The School has such a warm, friendly atmosphere which nurtures an environment where everyone (pupils and staff) have a real opportunity to succeed, with total support from the Leadership Team. Not only do they want what is best for the School, they also want to support individuals to achieve their own personal goals.”

*Clare, PA to the Head*

“As Housemaster of our boarding provision, and having come from boarding schools previously, I can honestly say that boarding at Luckley House is something unique and special with a robust flexible provision that allows our day students to be part of the boarding community alongside our weekly and full boarders. With a mix of UK and international students in boarding, we have a small but dynamic community that is fully integrated into school life in all aspects.

My first year at Luckley has without question been a fantastic experience due in every way to the students and staff all of whom it is a real pleasure to work with.”

*Adam, Housemaster*

## HOW TO APPLY

For further details, please contact HR on 0118 974 3223 or 0118 359 2195 via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

Alternatively, an application can be downloaded and submitted via the TES website at: [www.tes.com/jobs/employer/-1002273](http://www.tes.com/jobs/employer/-1002273)

**Closing date: Friday 26 April 2024 (noon)**

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