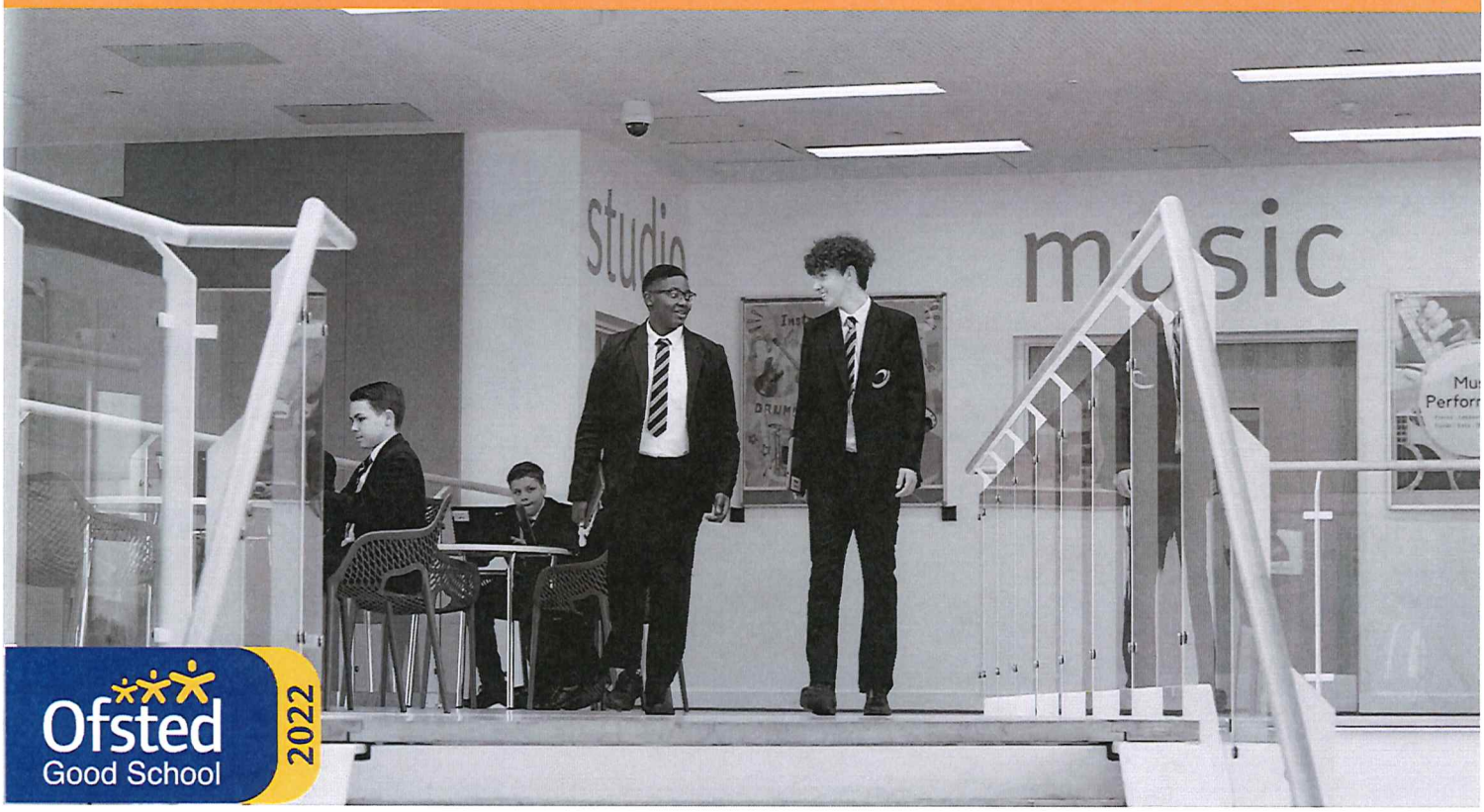
northfleet technology college
going beyond...

JOB APPLICATION PACK

Head of Faculty: Modern Foreign Languages

Curious Creative Caring



Ofsted Good School 2022

WELCOME

to

Northfleet Technology College

Thank you for your enquiry about joining Northfleet Technology College, I am delighted to provide an application pack for this post. I hope, the information provided will help you in taking your application forward. If you have any questions or require any further information, do not hesitate to contact us.

Northfleet Technology College (NTC) is a truly unique school. Our collaborative and collegiate approach to teaching and learning lends itself to a real sense of camaraderie between students and staff. NTC's vision of 'going beyond' is at the heart of everything we do, our expectations are exceedingly high - mediocre is not accepted. With outstanding facilities, hugely talented staff and students, NTC is a popular choice in the community we serve.

Our state of the art, purpose-built school was designed to deliver an innovative educational experience. The mix of large learning zones, open spaces and traditional classrooms encourages collaborative working, teamwork and oracy development. As a technology college, we benefit from excellent ICT resources and technology related equipment with all students have access to their own school laptop. In addition, we have a Drama studio, Music suite with recording studio, fully equipped DT space, first-class sports hall, climbing wall, multiple sports pitches, MUGA, dedicated Sixth Form area and nature reserve!

We are incredibly proud of our school and our caring nature; great importance is placed on the personal wellbeing of our staff and students. We seek to appoint like-minded professionals who share our commitment to making a positive difference to the lives of the young people under our care and guidance. Working at NTC is demanding and everyone works hard, including new colleagues. Your hard work will be appreciated, you will be provided with excellent support, continuous professional development and all resources required for your role. We are an ambitious, forward-thinking school with an exciting future.

If you do decide to apply for this role, I appreciate your investment in time and effort. Whatever the outcome, I wish you every success in the future.

Yours sincerely

Steve Gallears
Headteacher

Our Vision

Going beyond with our learning to make a difference .....

NTC strives to reach the highest standard to foster aspirational learners who understand the value of education in creating a better future, by providing high quality teaching and learning experiences for all.

NTC will:

- Inspire and engage learners who are curious, creative and aspire to achieve.
- Develop respectful and responsible people who make a positive contribution to the community and wider society.
- Nurture confident young people whose resilience enables them to live safe, happy, healthy and fulfilling lives.
- Provide a vibrant, inclusive, supportive and secure environment with open-minded young people who celebrate diversity.
- Promote opportunities that support students in deciding and fulfilling their future aspirations.
- Provide opportunities for young people to develop individual interest and talents for lifelong learning.

ETHOS

at

Northfleet Technology College

We will develop students who are:

Curious to learn, use and share knowledge through being inquisitive, thinking critically and challenging.

Creative in applying learning through being imaginative, collaborative and persistent.

Caring for themselves, others and the world around through being a principled leader and taking responsibility.

Boys are actively encouraged to be 'curious, creative and caring.' Clear routines and systems contribute significantly to pupils' good behaviour and ensure they are 'prepared, polite and productive.'

Ofsted, 2022

Modern Foreign Languages

At Northfleet Technology College, we have an established Modern Foreign Languages team and teach French & Spanish to Key Stage 3 & 4. Our faculty gives an exciting opportunity for staff to develop their subject knowledge and teaching pedagogy within a secure and supportive team. We want you to share with our students your skills and knowledge to create a secure and focused learning environment. At NTC, we focus on developing our learners to be independent, resourceful learners, and to develop their personal skills and attributes to be valued members of the local and wider community.

Through Modern Foreign Language we ensure out students are exposed to a rich variety of knowledge, skills and cultural experiences. This is achieved through a team that have a wealth of experience, and we are keenly seeking someone who can join that team and help us to grow further. We are particularly interested in someone who can either demonstrate the following, or has a keen desire to develop themselves in these areas:

- A good up to date working knowledge and understanding of a range of pedagogical and behaviour management strategies.
- A good understanding of a range of approaches to assessment
- A good understanding of how to personalise provision to meet the learning needs of a range of students.
- Being able to plan and teach challenging and well sequenced lessons.
- The ability to provide constructive feedback to students on how to improve.
- The desire to work as part of a team.
- The ability to communicate effectively with children, young people, colleagues, parents and carers.
- A desire to act upon advice and feedback and be open to coaching and mentoring.

Languages are taught in mixed ability groups and work is differentiated to reflect the wide range of abilities and capabilities among our students. During lessons, we ensure students gain subject knowledge and skills by completing a range of activities which are engaging, culturally immersive and support all students to make at least expected progress.

We have excellent IT facilities and a wealth of resources that are available for use in lessons. We encourage debating activities and 'learning outside the box' to enable our students to follow our ethos of Curious, Creative and Caring learners. Collaboration is a key part of the Modern Foreign Language team, and you would be joining a very dedicated and efficient team that teaches across KS3 and 4.

Our team is involved in delivering exciting after school activities to enhance learning and to support with improving interpersonal and social skills. These clubs are not limited to the national curriculum content, the aim is to broaden student experience. Creative initiatives and ideas are encouraged and very much welcomed. This is an excellent opportunity for an individual, who is as passionate about Modern Foreign Languages as we are, to join a supportive, friendly and committed team, dedicated to achieving the highest possible standards in both ourselves and our students.

THE INTERVIEW PROCESS

at

Northfleet Technology College

The best way to get a feel for our school is to visit and have a guided tour of the site.

The deadline for applications will be 10am on Wednesday 8 May 2024

- Email your completed application to office@ntc.kent.sch.uk and mark for the attention of Miss E Stuart or post your application to her attention and ensure it arrives before the deadline.

- In your personal statement, give your reasons for applying for this post and say why you believe you are suitable for the position.

- Read the job description and person specification, describe any skills and experience you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

- Our governors are keen to ensure our staff model and uphold the vision and ethos of our school. Explain how you will achieve this.

The selection panel will shortlist from the applications received, candidates will be informed soon after. The School reserves the right to interview before the application deadline.

Please note: C.V.s will not be accepted, you must complete the NTC application form.

Interviews will take place week beginning Monday 13 May 2024.

Each task will be scored, those with the highest score will be offered the post. We will inform you at interview of when candidates will be informed of the outcome. We welcome future applications from you.

Interviews are a two-way process, please ask as many questions as you can and make sure you feel our school is a good fit for you.

From September 2024, overseas teachers my be eligible for the International Relocation Payment (IRP). Payments would be split into two £5,000 instalments and Teachers can apply for the first payment at the start of their first year of employment.

To arrange a tour of the site or to ask any further questions, please contact office@ntc.kent.sch.uk.

'Leaders have exceedingly high expectations. They know their staff and pupils well. They are ambitious and supportive of all.' **Ofsted, 2022**

THE JOB DESCRIPTION

Post Title:	**Head of Faculty**
Purpose:	To provide effective leadership across a faculty that ensures a clearly understood intent, high quality delivery and the highest levels of progress. This will be achieved though ensuring: • an appropriate **curriculum is planned and delivered** which meets National guidelines, the school's vision, and the needs of all students. • **planning is available online** and regularly updated based on assessments, latest research, stakeholder feedback and recognised good practice. • tailored systems are used to **monitor the progress of students** in all year regularly and this inform future delivery, leading to improved progress. • **high quality teaching and learning** experiences are consistently delivered, with best practice developed, celebrated and shared in line with school policies and guidelines. • a high-quality programme of **learning beyond the classroom** is planned and delivered to increased understanding, engagement and increase student confidence at a personal and subject level. • **efficient deployment of resources**, including teaching and support staff • **increased capacity of staff** through effective coaching, mentoring, professional development and performance management. • effective and consistent management of **student discipline** across the curriculum area in line with school expectations.
Success Criteria:	• All stakeholders understand the **curriculum journey** and its impact on future progression. • Monitoring activity demonstrate **consistent high-quality delivery** of the curriculum. • **Student voice** indicates high levels of engagement, both inside and outside the classroom. • Reporting of ongoing **assessments** are shared with stakeholders and used to adapt the future curriculum. • A range of well attended **extra-curricular activities** promote wider engagement and future aspirations. • **Staff voice** indicates high levels of satisfaction with how professional development activities Impact on staff development. • The subject achieves **positive progress** against national standards.
Reporting to:	Deputy Headteacher (Curriculum)
Responsible for:	2ic Faculty (for large faculty teams) Faculty Teachers Faculty Support Staff (if relevant)
Liaising with:	Other Directors Heads of Faculty Heads of Community SENCO Leading Practitioner Team
Working time:	Teacher Directed time, ensuring correct work/life balance
Salary/Grade:	Main or Upper Pay Range plus TLR 1b for a large faculty team (Humanities, Sport), 2a for smaller faculty teams.

Main (Core) Duties	
Operational / Strategic Planning	• To work with colleagues to ensure the school aims are reflected within the curriculum and that they are relevant to the needs of students. • To be responsible for drafting, implementation, monitoring, evaluation and review of the faculty *Improvement Plan* in line with the SIP. • Keep overview of whole school initiatives and ensure full implementation in area of responsibility. • Ensure all policies and procedures are in place and being complied with across your area of responsibility (e.g. health and safety, COSHH, assessment). • To ensure students are grouped within the banding system as appropriate for your subject area to enable effective and efficient curriculum delivery. • To ensure that the performance management targets of all staff you line manage are in line with the school strategic plan and the needs of the individual.
Curriculum Provision and Development	• To lead your team to ensure the planning and delivery of an appropriate, high quality and cost-effective curriculum programme which complements the school's vision and strategic plan. • To liaise with the appropriate subject teachers to maintain accreditation with relevant examination and validating bodies. • To ensure curriculum planning is easily accessible online to all stakeholders and lead subject staff in creating such planning and resources. • To ensure cross curricular topics are included SoW (e.g. Careers, PSHE, RE and Citizenship). • To ensure all teachers within the Faculty plan and deliver a high-quality curriculum that is adapted to respond to the strengths and needs of all students (i.e. Quality First Teaching). • To keep abreast of new government and educational innovations relevant to the subject areas in addition to teaching and learning strategies and ensure that these inform planning. • To continually develop the curriculum to meet identified needs (including disaffection and lack of confidence) both inside and outside the classroom. • To develop and promote a programme of trips and extra-curricular activities that enrich curriculum delivery and ensure students wider personal development.
Staffing *Development, Recruitment,* *and Deployment*	• To actively seek potential new staff (including trainees) and work with other leaders in the recruitment process. • To support teamwork and effective working relations across the faculty and wider school community. • To ensure the effective efficient deployment of staff, including support staff. • To set performance management targets, review progress and inform the Headteacher of any issues. • To work with the Heads of Community and Inclusion Team to deploy support staff to aid student inclusion and raise attainment for all groups.

Quality Assurance	• To implement quality assurance process and report their quality in the following areas:
	  ○ Curriculum Intent
	  ○ Curriculum Implementation
	  ○ Curriculum Impact
	  ○ Health and Safety
	  ○ Staff Development
	• To lead the development of improvement plans based on the outcomes of QA processes and implement them.

	• To support the Lead Practitioner Team in conducting reviews of the faculty, agreeing and support the conclusions of the process. • To support the Leadership Team in the process of the setting of subject targets and ensure processes are in place to monitor progress towards these. • To ensure systems are in place to recognise and disseminate observed areas of best practice.
Management information	• To be responsible for ensuring the maintenance of accurate and up to date information on school data systems, such as SIMs. • To ensure system are in place to monitor performance and that plans are implemented to address any areas of underperformance. • To ensure data collections and reports are produced within the annual cycle. • To ensure students are entered for appropriate examinations. • Analyse coursework, examination results and other accredited courses within the learning set and produce reports of these. • To ensure subject meeting outcomes and action points are collected, shared and stored centrally. • To be responsible for the coordination between the mainstream and students on alternative curriculum packages via the Inclusion Team.
Communications	• To ensure that all faculty staff are familiar with its intent, policies and procedures. • To ensure all subject team staff are familiar with targets set for each group and individuals. • To ensure parents are kept informed of their child's progress and that all communications are of the highest professional standard. • To be responsible for the coordination of production of articles for newsletters and online platforms. • To respond to parents concerns over curriculum delivery and general quality issues. • To ensure channels of communication are in place to allow staff and parents to be aware of student issues and strategies to support their inclusion. • To communicate an ethos of celebrating achievement by setting up opportunities to celebrate success. • To ensure report cycles are adhered to.
Marketing and liaison	• To develop and deliver outreach opportunities with local primary schools. • To contribute to school liaison and marketing activities • To contribute to the development of effective subject links with partner schools, feeder primary schools and the wider community • To attend where necessary liaison events and lead the effective promotion of subjects at Open Events and other events in partner schools and the wider community.
Management of resources	• To have systems in place to identify resources required and to plan an efficient and effective use of the delegated budget to deliver the curriculum. • To co-operate with other subject teams to ensure a sharing and effective use of resources to benefit the school and the students.
Pastoral	• To implement consistent use of the school behaviour and rewards policy by all staff in the Faculty. • To ensure procedures are in place to support staff to deal with student behaviour and manage internal exclusions. • To ensure procedures are in place to monitor student punctuality and attendance to lessons, ensuring follow up procedures are adhered to and appropriate action is taken when necessary.

	• To lead break duties and curriculum detentions as required.
Teaching	• To undertake the appropriate duties of a teacher as outlined in the generic job description
Legislation Compliant	• To be responsible for promoting and safeguarding the welfare of children and young people within the school • Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

THE PERSON SPECIFICATION

Person Specification – Teacher				
Assessment Key:	A = Application Form	I = Interview	RE – Reference	AS - Assessment

Education & Qualification		**Essential**	**Desirable**	**Assessment**
1	Qualified Teacher Status.	✓		A
2	Good educational background including a good Honours Degree or equivalent.	✓		A
3	Evidence of continuing professional development.		✓	A/I/R
Experience		**Essential**	**Desirable**	**Assessment**
4	Excellent classroom practitioner.	✓		A/I/RE/AS
5	Excellent subject knowledge.	✓		A/I/AS
6	Experience of working in at least one key Stage	✓		A/I/AS
7	Experience of curriculum planning and delivering fun, engaging and challenging lessons	✓		A/IAS
8	Experience of working successfully with students with Special Educational Needs	✓		A/I/AS
9	Evidence of securing good or outstanding progress & outcomes for whole cohorts, individuals or groups		✓	A/I/RE/AS
10	Sound ICT knowledge relating to class teaching, able to demonstrate effective use of ICT to enhance teaching and learning	✓		A/I/RE/AS
Knowledge & Skills		**Essential**	**Desirable**	**Assessment**
11	Sound knowledge of the National Curriculum or Development Matters documentation	✓		A/I/AS
12	An understanding of curriculum and pedagogical issues relating to learning and teaching	✓		I/AS
13	Knowledge of effective strategies to include, and meet the needs of all students, in particular underachieving groups of students, students with EAL and SEN	✓		I/AS
14	Familiarity with KS3&4 assessments.		✓	I
15	Evidence of both curricular and pastoral responsibilities.	✓		A/I/AS
16	Understanding of and commitment to teaching standards.	✓		A/I
17	Ability to foster and promote good relationships with all stakeholders.	✓		A/I/RE

18	Ability to contribute to team meetings and share/deliver ideas	✓		A/I/RE
19	Able to use assessments of students' learning to inform future planning	✓		A/I/RE
20	Ability to plan and work collaboratively with colleagues	✓		A/I/RE
21	Experience of using positive behaviour management strategies to reinforce good learning behaviours	✓		I/RE
Personal Qualities		**Essential**	**Desirable**	**Assessment**
22	A reflective practitioner who sets high expectations of themselves	✓		I/AS
23	Honest & reliable	✓		RE
24	Excellent interpersonal and communication skills.	✓		I/RE/AS
25	Work as part of a supportive team			RE
26	High personal standards in terms of attendance, punctuality and organising workload.	✓		I/RE/AS
27	Professional approach when dealing with all issues, students and staff.	✓		I/RE/AS
28	Commitment to continual School & Personal improvement and challenging norms.	✓		A/I/RE/AS
29	Think creatively and collegiately to solve problems and identify opportunities.	✓		I/AS
30	Clear, fully inclusive, educational philosophy.	✓		A/I
31	Positive and enthusiastic approach towards work.	✓		I/AS
32	Willingness to undergo further training and development.	✓		I
33	Seek support/advice when needed	✓		I/AS/RE
34	Ability to motivate colleagues by example		✓	I
35	Can demonstrate commitment to the wider life of the school		✓	I
School Policies		**Essential**	**Desirable**	**Assessment**
36	Support the School's policies on safeguarding and child protection	✓		A/I
37	Commitment to Equal Opportunities; the ability to support/develop the School's Equal Opportunities policies.	✓		A/I
Other		**Essential**	**Desirable**	**Assessment**
38	Flexibility of working hours	✓		A/I

THE JOB ADVERT

Head of Faculty: Modern Foreign Languages

Required for September 2024 or sooner. Salary M1 - UPS3 £30,000 - £46,525 Plus TLR 1b £11,407

- Are you a highly effective leader with an exceptional understanding of MFL?
- Are you an excellent classroom practitioner who has a passion to support others?
- Do you believe in delivering a curriculum that builds curiosity and creativity?

If you feel that you can answer 'Yes' to all of the above, Northfleet Technology College is the school for you! We are seeking a creative and caring practitioner to join our passionate team. We have excellent resources and a forward-thinking ethos, with the aim for all students to achieve the highest standards. This is delivered from Key Stage 3 through to the International Baccalaureate at Key Stage 5.

We are looking for a person to take on this exciting role who can demonstrate the following:

- Established Teaching experience with strong leadership skills.
- The ability to set high expectations for both students and staff.
- The capacity to work collaboratively and lead a team.
- A secure knowledge and understanding of the curriculum and pedagogy, who can innovatively move the team forward.
- A passion to go beyond in developing staff and wider school improvement priorities.

If you relish the opportunity to work with and lead in a diverse & exciting teaching environment, with highly motivated students and a supportive Leadership Team, then Northfleet Technology College would welcome your application. This post has safeguarding responsibilities that require you to be engaged in regulated activity and contact with children.

All positions that involve working with children in regulated activity are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Candidates applying for a vacancy will be asked to complete a Self-Disclosure form on which they will be asked to disclose any relevant convictions, court orders, reprimands, warnings, or other matters which may affect an applicant's suitability to work with children.

In order to apply for this position, please complete and submit the NTC Application Form, CVs will not be accepted.

Appointment will be subject to satisfactory recruitment & vetting checks including 2 references. Our school and all its personnel are strongly committed to safeguarding and promoting the welfare of the children. The post is subject to safeguarding checks including an Enhanced Disclosure application to the Disclosure & Barring Service and in accordance with the requirements of Keeping Children Safe in Education (2022), NTC will undertake an online search via engines and social media platforms of publicly available information concerning all short-listed candidates.