



ST. MARGARET'S

CHURCH OF ENGLAND

ACADEMY

RECRUITMENT PACK

Head of MFL

Salary Range: MPS/UPS plus TLR2C



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



The distinctiveness and effectiveness of St Margaret's as a Church of England School are outstanding."

SIAMS 2015



Pupils, and students in the sixth form, are proud to be part of St Margaret's Church of England Academy. They enjoy strong relationships with their teachers and other staff. Pupils feel safe when they are in school. They know who to speak to if they are worried or upset.

Inspection May 2024



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Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

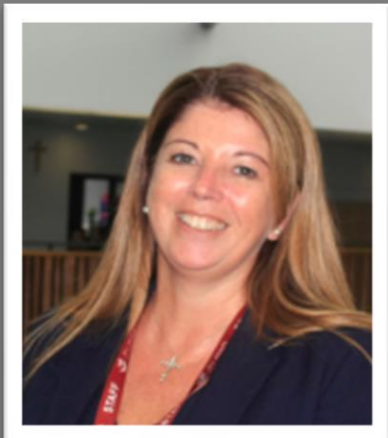
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to St Margarets Church of England Academy and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
CEO



Letter from the Headteacher

Thank you for your interest in a position within St Margaret's Church of England Academy. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role within our Academy. We are very much aware that a decision to apply for a position is a two-way process; if appointed you will want to ensure that you are happy coming to work every day, that you are professionally challenged in your role and that you are prepared for the next stage in your career. We welcome visits and conversations with applicants before the closing date.

At St Margaret's, we believe that 'All things are possible for one who believes.' (Mark 9:23) and are guided by our values of respect, resilience and compassion. We are determined that this is true for all members of our community.

As an academy, we have been on an incredible journey of improvement, and we are very much aware that the people within our establishment are a key ingredient for its continued success. This is an exciting opportunity to be part of a successful boys' secondary school and a mixed Sixth Form. We look forward to receiving your application.

Yours faithfully,



Adam Robinson

Headteacher



Academy Information

St Margarets Church of England Academy is an ambitious and progressive 11-18 Academy in Liverpool with approximately 1000 students on roll. St Margarets has a long standing reputation in Liverpool for delivering high quality, Christian education and, as an all boys academy with a mixed sixth form, St Margarets attracts young people from across Liverpool and remains popular choice for parents and young people alike.

St Margarets Church of England Academy is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive. The Academy is working hard to ensure that the highest quality of teaching, with bespoke CPD for all staff is in place, that there is the best possible student support, and the most appropriate and innovative curriculum is embedded.

The Academy is part of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is a joint Church of England and Catholic Academy trust, making it incredibly unique. At present, the Trust is made up of five primary schools, four secondary schools, and two sixth form colleges. We will be welcoming more schools into the Trust family over the next 12 months, and we are excited at this prospect of growth. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in their academies. The headteachers within the trust work closely together to innovate share good practice and most importantly support each other through various networks and opportunities. The trust has a strong central team who support each academy and headteacher with key functions, which allows the headteachers to focus on school improvement and improving standards for the young people that they serve.





Our Mission, Ethos & Values

Inspired by the knowledge and love of God we all come together to learn in a Christian community where we are valued for who we are and who we could become.

Our Ethos:

It is intended that education at St Margaret's should be both life-lasting and life-enhancing. Our mission statement focuses on the work and the life of the school which takes place in an orderly atmosphere where self-discipline, mutual respect and the welfare of each individual is greatly valued. Importance is given to regular worship, religious education in the classroom and on the general presentation of Christianity in the school family.

The school presents the teachings of Jesus but recognises that commitment is a matter which must be left to each individual. We regard the school as an extension of the family. We want everyone to enjoy their time with us, to be proud of their school and to uphold the principles that underpin a Christian School.

Our Values:

As an Academy we have adopted 3 Christian values which we feel are the basis of our community.



COMPASSION



RESILIENCE



RESPECT

PROUD MEMBER OF  ALL SAINTS
Multi Academy Trust



"All things are possible for one who believes." Mark 9:23





Distinctively Christian values, which are clearly articulated and Biblically rooted, are fully embedded across the school and inform its life at every level.

SIAMS Inspection 2017





Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.
- In addition, as part of the shortlisting process the academy will carrying out an online search as part of our due diligence on the shortlisted candidates

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.





The school provides a wide range of opportunities to promote pupils' personal development. Pupils are encouraged to be increasingly independent as learners. They are helped to understand the wider world. Many pupils benefit from a wide range of sporting, music and other enrichment activities. Students in the sixth form are excellent role models for younger pupils.

Ofsted May 2024





ST. MARGARET'S CHURCH OF ENGLAND ACADEMY

Vacancy Specific Information



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The school is ambitious for pupils to succeed. Pupils are increasingly benefiting from the improvements that the school has made to the quality of education that it provides. Pupils, including those with special educational needs and/or disabilities (SEND), progress well through the curriculum in most subjects

Ofsted May 2024





Job Vacancy

Role: Head of MFL

Salary Band: MPS/UPS plus TLR2C (Pay award pending)

Contract: Full-time, Permanent

All Saints Multi Academy Trust is looking to appoint a Head of MFL for St Margaret's Church of England Academy to drive improvement and ensure outstanding outcomes for all pupils.

Our ideal candidate will have a proven track record of raising educational standards. You will be able to inspire, demonstrate and support the highest ambitions for all pupils, and model outstanding classroom practice. You will be self-motivated, with high expectations for yourself and those around you.

The successful candidate will have:

- A passion for teaching Languages
- Lead and develop the MFL curriculum across all year groups
- Reliable evidence of very good to outstanding teaching with a focus on raising student achievement
- Impact on improving outcomes for a wide range of students

Our ideal candidate will have significant experience at a senior level, and a proven track record of raising educational standards. You will be able to inspire, demonstrate and support the highest ambitions for all pupils, and model outstanding classroom practice. Self-motivated, with high expectations for yourself and those around you.

Closing date for applications: 21 October 9am

Interview date: 24th October 2024

Application packs are available on the Trust website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitment@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with.

The Trust is an equal opportunities employer.



Job Description

Job Title: Head of MFL

Grade and Salary: MPS/UPS plus TLR2C

Reporting to: Headteacher

Contract Type: Full-time, Permanent

Responsible for: MFL Department

Main purpose of the Role:

- To hold direct responsibility for MFL within the Academy, including teaching MFL up to KS4
- To line manage and be responsible for the development of MFL department within the Academy, and the necessary improvements in outcomes for students
- Share responsibility for the Academy's strategic direction and operational effectiveness, and be responsible for embedding this within MFL
- Overseeing the academic and social development of all students, particularly within MFL
- To develop and successfully embed, an innovative curriculum for MFL

Specific Responsibilities:

- Ensure the effective development and delivery of the subject curriculum across the Academy.
- Maintain a focus and overview of students' performance in the subject with a view to continual improvement and high achievements.
- Annually review and, where necessary, amend the policy for the subject and ensure it is translated into effective practice, fostering continuity and progression between the age groups.
- Co-ordinate record keeping and assessments in the subject, ensuring that data is analysed and used to improve standards of teaching and student performance.
- Monitor the effectiveness of the teaching of the subject; support colleagues' subject needs and their work with individual students.
- Provide CPD as necessary (in partnership with SLT where appropriate) to teachers and other staff; encourage others to take up CPD opportunities in line with their continuing professional development needs and those of the subject and Academy improvement plan.
- Induct all new staff into the procedures and practice for the subject ensuring they know about expectations, resources, planning, record keeping, assessment etc.





Job Description

- Control, evaluate, maintain and identify subject resources.
- Liaise across phases and, as appropriate, with primary and secondary schools and agencies.
- Maintain a good level of personal knowledge of current educational development and thinking on the subject.
- Promote parental and governor interest in and understanding of the subject.

Strategic/Operational Planning:

In conjunction with the Headteacher and Assistant Headteacher will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education
- Implement the Academy Development Plan to meet the objectives set out in the Funding Agreement
- Meet strategic targets for the Academy set by the Governing Body and Trust Board
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Development Plan and the targets set by the Secretary of State and the Governing Body
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy

Key Responsibilities:

- To effectively manage and deploy Teaching staff, Support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within MFL
- Supporting staff in the department in managing and maintaining the highest quality teaching and learning
- Producing regular reports for Senior Leaders in relation to performance in MFL





- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- To monitor the effectiveness of a personalised curriculum for students in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Headteacher
- To develop and lead the effective operation of quality control systems and to monitor and evaluate MFL in line with agreed Academy procedures including evaluation against quality standards and performance criteria
- To be accountable for performance of all students within MFL
- To embed high standards of behaviour for learning in every student across the Academy in order to secure continuous improvement in achievement and attainment
- To identify and communicate priority areas for improvement
- To implement strategies for raising student achievement
- To identify trends and intervene as appropriate to bring about positive change
- To assist in the production of reports and reporting to parents
- To assist and advise on examination entries within MFL
- To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies in MFL
- To analyse, interpret and make use of attendance data to identify strategies to improve student performance
- To track student progress and evaluate the impact of actions taken to improve the quality of provision
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of MFL at Open Days/Evenings and other events.



Teaching & Learning:

- Use a variety of learning and teaching strategies to deliver innovative lessons to all students ensuring pace and challenge are maintained
- Plan lessons and extended learning opportunities in line with Schemes for Learning
- Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy
- To use adaptive teaching appropriately, taking into account individual learner needs
- Make use of extended learning opportunities for use outside of Academy lessons
- Utilise effectively, Learning Support staff in lessons
- Participate in and collaboratively lead on the Academy's Quality Assurance Programme and its agreed framework
- Work efficiently and creatively using the full range of resources available, including other adults and mentors
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction
- Adhere to the Academy's Behaviour & Relationships Policy and ensure implementation in everyday life at the Academy
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning
- Mark work in accordance with the Academy's Marking Policy providing both formative and summative feedback on a regular basis
- To take responsibility for individual professional development and use the outcome to improve learning and teaching
- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives
- To be aware of the Academy's Anti-bullying Policy and support students as necessary
- To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere

Additional notes

- This job description sets out the main duties of the post.
- The Head of Department MFL is required to undertake any other reasonable tasks at the discretion of the Headteacher. These responsibilities will be discussed annually as part of the Headteacher's annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a no smoking policy.





Staff benefits

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health wellbeing of our staff.
- Working with SMART Clinic we offer a range of health and well being benefits, including:
 - Physiotherapy
 - Stress coaching
 - Virtual GP support
 - Counselling
 - Eye care
 - Annual flu jabs
 - Anxiety management
 - 24/7 employee helpline
 - Cycle to Work Scheme

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

St Margaret's Church of England Academy is a member of All Saints Multi Academy Trust. The Trust is an equal opportunities employer.





Person Specification

Qualifications & Experience	Essential	Desirable
Relevant qualifications to degree level	✓	
QTS	✓	
An understanding of the relationship between MFL and the wider curriculum	✓	
A secure knowledge and understanding of the issues associated with effective teaching of MFL	✓	
An excellent knowledge and understanding of the National Curriculum Programme of study for MFL at KS3 and KS4	✓	
An excellent knowledge and understanding of the National Curriculum Programme of study for MFL at KS5		✓
Teaching and Learning		
Knows and understands the characteristics of high-quality teaching	✓	
Plans teaching to achieve incremental progression for all students	✓	
Can demonstrate sustained improvement and high standards of student learning and achievement	✓	
Experienced teacher of MFL with a track record of achieving good outcomes in MFL up to KS4	✓	
Can set tasks that challenge and interest students	✓	
Has high expectations of students regarding the quality of the work that they produce	✓	
Can develop ICT skills through the teaching of MFL	✓	
Sets learning objectives built on prior attainment that meet the needs of individual children	✓	
Uses assessment formatively to support teaching and student learning	✓	
Demonstrates exemplary marking and assesses practices that support students' learning and progress	✓	
Uses a range of teaching strategies aimed at meeting different learning styles and confidently uses ICT as a teaching method	✓	





Person Specification

Leadership & Management	Essential	Desirable
Proven track record as a successful Subject Leader		✓
Has demonstrated effective leadership including the ability to motivate others to perform well whilst being sensitive and challenging of their performance	✓	
Can prioritise, plan and organise to effect change and improvement beyond the immediate situation	✓	
Has shown that they can convert difficulties into successes	✓	
Knows when to consult, make decisions and defer to others	✓	
Can analyse, understand and interpret data and information	✓	
Can communicate effectively to different audiences and capture their interest and enthusiasm	✓	
Can negotiate, persuade and consult effectively	✓	
Can set and achieve challenging professional goals	✓	
Builds and contributes to highly effective working relationships with individuals within and across teams	✓	
Shows a commitment to his/her own learning and takes responsibility for his/her own professional development	✓	
Can set challenging and ambitious targets within the subject in order to further raise current levels of student attainment	✓	
Can lead on curriculum development within MFL	✓	





Person Specification

Leadership & Management	Essential	Desirable
Is able to lead our commitment to our Christian ethos through the curriculum of MFL and day-to-day life at the Academy	✓	
Places the welfare and safety of children at the heart of his/her practice	✓	
Enjoys being with children, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate.	✓	
Is of a reflective, focused and determined disposition willing to promote change and innovation	✓	
Is committed, resilient, robust and resourceful	✓	
Has high aspirations for students beyond typical expectations	✓	
Has a record of reliability and integrity		
Demonstrates fairness, honesty, reliability and integrity in his/her existing practice and conduct	✓	
Demonstrates self-confidence in his/her ability to succeed, maintaining energy and enthusiasm in challenging situations	✓	





ST. MARGARET'S

CHURCH OF ENGLAND

ACADEMY

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St Margarets Church of England Academy is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398).
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