



Pix Brook Academy Application Pack

Head of Department – Modern Foreign Languages - French





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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Cathy Bailey

HR Manager

cbailey@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk

ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.

ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 900 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 10. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school. In the school's OFSTED inspection in January 2024 inspectors judged the overall effectiveness of the school to be good with outstanding judgements for Behaviour and attitudes and Leadership and management.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross

HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 12th January 2025

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.

JOB DESCRIPTION

Job Title	Head of Modern Foreign Languages
Based at	Pix Brook Academy
Salary/Grade Range	MPS, UPS plus possible TLR 2B for suitable qualified candidates
Responsible to	Vice Principal
REQUIRED FOR:	September 2025
LIAISING WITH:	Principal, Senior Team, teaching/support staff, LEA representatives, external agencies and parents.

PURPOSE OF ROLE:

- To provide a full learning experience and support for students.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher and Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support each Academy's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.

DUTIES AND RESPONSIBILITIES:

- To assist in the development of resources, schemes of learning, assessment policies and teaching strategies.
- To contribute to the Department's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To use data on pupil performance to inform target setting, lesson planning and to identify underachieving students.
- Implement targeted intervention and monitor the progress.
 - To support the BEST and Academy's monitoring procedures.
 - To support the review of teaching strategies and programmes of work.
 - To attend all Department and staff meetings.
 - Coordinating and managing work as a Form Tutor.

- Contribute to the review, development and management of curriculum and assessment functions, including the Academy Improvement Plan and working towards individual Academy and BEST aims.
- Improve and monitor the effectiveness of the BEST and Academy's assessment policy.
- Ensure all pupil and student data is held centrally and is used effectively.
- Provide the data team and other staff with relevant information about teaching and tutor groups, to help their planning and ensure all staff have high expectations of pupils and students.
- Review teaching methods and programmes of work including schemes of learning.
- Participate in arrangements for training and continuing professional development.
- Contribute to the review, development and management of curriculum and assessment functions, including the School Improvement Plan and working towards individual Academy and BEST aims.
- Ensure the role of the Form Tutor is carried out, as stated within the staff handbook.

Specific Duties and Responsibilities:

- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for all students that will stimulate learning appropriate to pupil and student needs.
- Monitoring the objectives and tasks identified within the School Improvement Plan and the BEST improvement plan.
- Liaising with colleagues in lower, middle and upper schools to ensure a smooth transfer of information.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Write reports and providing data for parents to inform them about pupils' and students' progress.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Interpreting comparative data regarding pupil and student performance and using this to differentiate and assess.
- Take responsibility for professional development, keeping abreast of subject developments and reviews, locally and nationally.
- To prepare and update subject materials.
- Contribute to the whole-Academy and BEST ethos, with due regard to wider professional effectiveness.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere in accordance with the Department assessment policy.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students.
- To maintain discipline in accordance within BEST and individual Academy's procedures, and to encourage good practice with regard to punctuality, standards of work and homework.

Note:

- Whilst every effort has been made to explain the 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 the BEST Principals to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

Job Title: Secondary Teacher of MFL

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Relevant Degree • Teaching Qualification • Evidence of Continual Professional Development 	MFL Degree Master's Degree in relevant subject
Professional Experience	<ul style="list-style-type: none"> • Successful teaching at KS3 & KS4 • Understanding and application of strategies to raise standards across the ability range through effective teaching & learning • Sensitivity to the learning needs of all pupils • Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement • Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages 	Experience and preparedness to teach an additional subject
Professional Knowledge, Skills & Understanding	<ul style="list-style-type: none"> • Demonstrate application of information and communication technology for development of learning and teaching in the subject • Ability to inspire, enthuse and motivate pupils and staff • Excellent classroom management to encourage positive behaviour • Demonstrate creative problem solving and good communication skills • Ability to work collaboratively or on own initiative • Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills • The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities • Enthusiasm and a good sense of humour 	

Personal Qualities	<ul style="list-style-type: none"> • Willingness to be flexible • Willingness to undertake further training • A commitment to equality principles and practices <p>Appropriate DBS clearance (before post commences)</p>	
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We are committed to the safeguarding and promotion of children’s welfare and offers of employment are subject to DBS clearance

