



FUTURE
ACADEMIES
LIBERTAS PER CULTUM



Head of MFL

Recruitment Pack





WELCOME FROM OUR PRINCIPAL – Matt Singh

Dear Applicant,

I am excited to introduce myself as the Principal of **Trinity Academy**. Situated in an area of rich cultural significance, our academy reflects the diverse community that it serves. Much like those who arrived on the Windrush decades ago—overcoming obstacles and working hard to build new lives—our vision aligns with this experience. We aim to instil the same work ethic, resilience, and independence in our students, ensuring that when they leave us, opportunities are open to them.

In a world that is increasingly polarised, digitalised, and complex, it is more important than ever that young people are fully prepared for the world beyond school. At **Trinity Academy**, we are committed to fostering an inquisitive nature in our students. Character development, resilience, and independence are at the heart of everything we do. We want our students to appreciate and enjoy the diverse world in which we live and to be ready to make a positive contribution.

Thank you for your interest in the **Head of MFL** role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Trinity Academy. As Head of MFL, you will play a pivotal role in delivering a knowledge-rich curriculum, ensuring all students have access to high-quality language learning opportunities. You will lead and support a team of dedicated language teachers, fostering a culture of excellence and innovation within the department.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description and whose values align with our academy's ethos. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and qualities we are looking for, we strongly encourage you to apply. We look forward to meeting you and learning more about how you can contribute to our vision.

If you would like to discuss the role in more detail, please do not hesitate to contact i.abeyratne@trinity.futureacademies.org

Thank you again for your interest, and we look forward to receiving your application.

Matt Singh
Principal





JOB DESCRIPTION

JOB TITLE:	Head of MFL
LINE MANAGER:	Vice Principal
HOURS:	32.5 hours, Full time
SALARY:	MPS £38,766 - £50,288 dependant on experience plus TLR 2a - 2c
PLACE OF WORK:	Trinity Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Mintago – employee benefits platform.• Employee Assistance Programme.• Access to a Virtual GP• Eye Care Voucher scheme.• Partnership with YellowNest -Salary sacrifice childcare. <p>For further information regarding our staff benefits, please visit our website.</p>
PROBATION PERIOD:	The post holder will be required to complete a 4-month probation period





PURPOSE OF THE ROLE

The Head of Modern Foreign Languages (MFL) is responsible for the standards and day-to-day management of the MFL Department. They will oversee the academic progress of all pupils within the department, fostering a culture of high aspirations and achievement in language learning. Additionally, they will ensure that the quality of teaching and learning remains exceptional, driving innovation in MFL education and maintaining a curriculum that inspires curiosity, linguistic competence, and a passion for languages and global cultures.

As Head of Department, you will also monitor student progress, implement effective assessment strategies, and ensure high-quality teaching. Additionally, you will foster a positive learning environment, manage departmental resources, and contribute to whole-school initiatives.

MAIN RESPONSIBILITIES AND TASKS

Specific to Head of Department

- Strategically leading the work of the department to ensure high standards and achievement.
- Promoting the aims, objectives, ethos, and public image of the department.
- Establishing the highest standards of attainment, attendance, behaviour, and commitment for all students in the department in liaison with the Heads of Year.
- Ensuring effective and personalised support for learning for all students in the department.
- Eliciting the support of all parents and carers as active partners in children's learning.
- Monitoring student progress and planning effective interventions where appropriate.

Planning

- Plan teaching to achieve progression in students' language learning through:
 - Identifying clear teaching objectives and content, appropriate to the language(s) taught and the students being taught, and specifying how these will be taught and assessed.
 - Setting tasks for the whole class, individual and group, including homework, which challenges and motivates.
 - Setting appropriate and demanding expectations for students' language acquisition, motivation, and presentation of work.
 - Setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the content and purpose of what they are asked to do.
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation, and challenge students.
- Make effective use of assessment information on students' attainment and progress in the teaching and planning of lessons and sequences of lessons, including SEN and EAL needs.
- Ensure coverage of the relevant examination syllabus and National Curriculum programmes of study for MFL.

Teaching and Class Management

- Ensure the effective teaching of languages to classes and individuals, so that teaching objectives are met and best use is made of available teaching time.
- Establish and maintain a purposeful working atmosphere.
- Set high expectations of students' behaviour through well-focused teaching and consistent application of the Behaviour Policy and other school systems.
- Establish a safe environment that supports learning and in which students feel secure and confident in using the target language.
- Use teaching methods that sustain the momentum of students' work and keep all students engaged through:
 - Matching the approaches used to the subject matter and students.
 - Clear structure and presentation of content.
 - Effective use of authentic resources, technology, and time.
 - Providing opportunities for students to consolidate their linguistic knowledge and skills, both in the classroom and through the setting of well-focused homework.



- Meet the requirements of the Code of Practice, implement and keep records on individual education plans (IEPs), and report progress and concerns as required.
- Evaluate own teaching critically, including taking responsibility for professional improvement targets and monitoring progress.

Assessment, Recording and Reporting

- Mark and monitor students' classwork and homework as required by subject and school policies.
- Assess and record student progress as required by subject and whole-school policies, including National Curriculum and examination board requirements.
- Write reports and profiles as required, including the National Record of Achievement.
- Participate in appropriate meetings with colleagues and parents/guardians.

Whole-School organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Lead by example, with the highest professional and personal standards and classroom management
- Provide leadership within your department and ensure whole school values are represented and understood

Health, safety and discipline

- Promote the safety and wellbeing of students.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments
- Take part in the appraisal and professional development of department heads and teachers within your department

Communication

- Communicate effectively with students, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<p>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> • A Degree in Modern Foreign Languages (2:1 or above) • Qualified Teacher Status • Significant experience teaching MFL across Key Stages 3, 4, and 5 • Proven track record of improving student outcomes and raising attainment in language learning • Experience in leading and managing a team within an MFL department or in a leadership role 	<ul style="list-style-type: none"> • A master's degree or further postgraduate qualification in Modern Foreign Languages, education, or a related field. • Experience in delivering training or mentoring early career teachers (ECTs) or other staff members. • Experience with whole-school initiatives such as MFL outreach, international partnerships, extracurricular language clubs, or cultural exchange programs.
<p>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>		
	<ul style="list-style-type: none"> • Strong leadership skills with the ability to inspire and motivate colleagues and students. • Excellent communication and interpersonal skills. • High expectations of self, staff, and students. • A commitment to continuous improvement and professional development. • The ability to work collaboratively and contribute to whole-school leadership. • Effective problem-solving and decision-making skills. • A passion for languages and cultural learning, with the ability to foster enthusiasm among students and staff. 	<ul style="list-style-type: none"> • Experience in engaging with parents and the wider school community. • A flexible and innovative approach to curriculum development in language learning. • A commitment to promoting MFL education beyond the classroom through enrichment activities, cultural events, and international engagement.
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements</p>		
	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare of children and young people. • Willingness to contribute to extracurricular activities and enrichment opportunities, such as language clubs, cultural events, and international trips. 	<ul style="list-style-type: none"> • Familiarity with recent developments in MFL education and curriculum changes. • Experience in organising subject-related trips, competitions, or events. • A willingness to engage with partnerships and outreach programmes related to MFL.

WHAT WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback, which is timely, developmental, and low stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website.
[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **7th April 2025 at 12Noon**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

