



Orchard Park
High School

Lead Practitioner of MFL Recruitment Pack

**ALWAYS
LEARNING**



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Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress 8. We are thrilled to share with you this exciting opportunity to join us as **Lead Practitioner of MFL** and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Orchard Park is highly a successful school proud of its ambitions and diverse community. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school.

The successful applicant must be high performing and passionate about education and the improvement of life changes for our children, and committed to continuing to develop the foundations we have already built here at Orchard Park High School. Our school will be disruption free every minute, of every lesson, of every day. We are relentless in our drive for high expectations.

You will also benefit from the expertise and constant feedback from both the Trust and the staff at our school. We work closely with our Trust, sharing our own work and benefitting from their insightful, supportive communication and challenge that helps us constantly improve. If you are committed to getting better every day, this is the ideal school for you.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for pupils. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Orchard Park is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information contact us via email at mstone@orchardparkhigh.net or give us a call on 0208 776 0220. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Carly Moran
Headteacher



Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every pupil and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 17,300 pupils. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their pupils. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- 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
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Head of Department / Senior Leadership Team
Contract:	Permanent
Salary:	Lead Practitioner Pay Scale L3-L7 (£53,577-£58,852)
Hours of Work:	Full Time
Place of Work:	Orchard Park High School, Orchard Way, Shirley CR0 7NJ
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at: https://www.teacherspensions.co.uk
Holiday Entitlement:	Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Enhanced Service Check:	This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.
Right to Work Check:	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 last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

We want to grow our languages department to help us on the next stage of our ambitions for our young people. We are looking for an excellent classroom teacher with a strong track record, who will make contributions across the school to raise achievement and provide the very best school experience. The role will enhance and develop the provision within our languages department and contribute to the quality of education across the school.

Main Duties and Responsibilities

- Working within the MFL department and across the school to contribute to raising pupil achievement
- To contribute to the continued development of the teachers
- Teach the MFL curriculum across years 7-11
- Contribute to our Character Programme

Job Purpose

- To support in implementing and delivering an appropriately broad, balanced and enriching curriculum for all pupils.
- To monitor and support the overall progress and development of pupils as a teacher/tutor
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the very best
- To contribute to raising standards of pupil attainment and progress
- To share and support the school to provide opportunities for personal and academic growth

Within the Department

- Teaching excellent and rigorous lessons at all key stages
- Supporting the department by leading on pedagogy and helping to resource the curriculum
- Working collaboratively with colleagues in the department and across the School and Greenshaw Learning Trust to ensure outstanding progress for all pupils
- Adhering to the school's principles of a knowledge led curriculum
- Lead the development of subject knowledge and subject pedagogy
- Secure excellent Progress 8 for all pupils
- Have thorough knowledge of excellent key stage 3 curriculums in MFL as well as exam specifications and marking
- Organise and facilitate opportunities for pupil, including abroad
- Create a passion for languages across the school

Across the School

- Work in close partnership with the senior team 2nd middle leaders to develop and deliver the school's Teaching and Learning strategy
- Fully engaging in the Developmental Drop In (DDI) process by both giving and receiving feedback
- Deliver whole staff training and evaluate the effectiveness of current training
- Setting the highest standards and behavioural expectations in lessons and around the school
- Committing to and supporting the school's policy and practice in relation to safeguarding and child protection
- Undertaking such other duties and responsibilities as may be reasonably requested by the Senior Leadership Team
- Provide school improvement support to other schools within the GLT
- Work with the GLT lead for languages, both learning from and contributing to expertise
- Visible and high presence around the school

Teaching

- To undertake a designated programme of teaching across all key stages
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and KS4
- To be a role model for pupils, inspiring them to be actively interested in your subject
- To set expectations for staff in relation to the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology

Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment and feedback to pupils in line with whole school and department policy
- To follow department monitoring and tracking systems relating to pupils' attainment, and progress
- To give feedback to pupils
- To undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress and attainment of pupils
- To complete the relevant documentation to assist in the tracking of pupils
- To follow department policy regarding department tracking of pupil progress and use information to inform teaching
- To follow assessment arrangements at all Key Stages, and in all areas as required by school policies, including standardising those assessments

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and pupils to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy

General

- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and pupils adhere to school expectations
- Attend meetings when required at both Orchard Park and within GLT

Key Contacts

- Daily involvement with other teaching staff, Headteacher, SLT, Head of Year, Heads of Departments, other support staff and pupils of the School.
- Contact with parents and other school visitors

Other Job Requirements

- The teacher will be part of the school's appraisal scheme. They will set agreed targets for the year, monitor and review performance, including classroom teaching.
- The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Please Note that: All teachers must carry out the duties, as set out in the Teacher's Pay and Conditions Document.

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Person Specification - Teacher

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
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:	
	<ul style="list-style-type: none"> ● Hold a recognised degree (or equivalent) with a good classification in a relevant subject ● Teaching qualification (QTS) ● Commitment to own self development
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:	
	<ul style="list-style-type: none"> ● Ability to teach your subject area up to key stage 4 ● Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning ● A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all pupils and to secure the highest possible levels of achievement ● Demonstrate a commitment to following the school’s principles of teaching, learning and assessment ● Good discipline/classroom management ● Commitment to working within the School’s Safeguarding Policy and Procedures ● Commitment to high standards and expectations. ● High levels of professional integrity
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements	
	<ul style="list-style-type: none"> ● Excellent subject knowledge and a genuine passion for teaching your subject ● Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum ● Understanding of Exam Board specifications

Person Specification – Lead Practitioner

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
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:	
	<ul style="list-style-type: none"> • A Masters level qualification • Evidence of independent personal development and wide reading of the latest research • Be an excellent classroom practitioner
Criteria	Essential
Experience	
	<ul style="list-style-type: none"> • Evidence of excellent impact on outcomes over a period of time • Working effectively as a lead/HoD/Middle Leader - showing positive impact on outcomes • Experience of leading on whole school development • Leading colleagues to support improving outcomes • Leading initiatives beyond your own subject area • Conduct lesson drop ins and coaching colleagues • Developing new and innovative ways of delivering the curriculum efficiently i.e. use of visualisers and booklets
Criteria	Essential
Skills and Knowledge	
	<ul style="list-style-type: none"> • The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience • Ability to plan and resource effective interventions to meet curricular objectives • Excellent understanding of the components which comprise outstanding teaching and learning and outcomes • Experience of coaching and mentoring colleagues • Demonstrate emotional resilience, stamina, empathy and flexibility when dealing with challenge • Ability to work collaboratively with a wide range of colleague
Criteria	Essential
Professional knowledge and understanding	
	<ul style="list-style-type: none"> • Use of assessment and attainment information to improve practice and raise standards • Understanding of the sequencing of a schema to deliver a powerful knowledge rich curriculum • Understanding of 'instruction' and 'direct instruction' • Ability to interpret theory into practice i.e. Rosenshine's Principles of Instruction

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.orchardparkhigh.co.uk/staff-vacancies>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Friday 23 February 2024**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on **Tuesday 27 February 2024**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

5. Taking up post

We will notify the successful applicant on the proposed joining date.

6. Additional information

For further information, please contact Michele Stone (mstone@orchardparkhigh.net) or call 0208 776 0220

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.