



## Job Application Pack

### Teacher of MFL (French & Spanish)

MPS

Full-Time

Closing Date: 9am Wednesday 6th May 2015



Welcome message from the Head of School:

Welcome candidate

Thank you for expressing an interest in a vacancy here. On behalf of the whole Toot Hill School Community, I extend you a very warm welcome.

I am really proud to be the Head of a vibrant school where students work positively with their teachers and take advantage of the numerous opportunities to develop their talents and aspirations.

Central to our vision are exciting, engaging and inspiring lessons. The staff at Toot Hill work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed. For the last few years every pupil has secured 5+ A\*-C.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

As an Outstanding School, we are not complacent. We know that Toot Hill School can be even better, with a National and International reputation. Over the next few years we will continue to transform the school so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our school community.

**Ashfaq Rahman**  
**Head of School**



Welcome message from the CEO:

Dear Candidate

I am delighted to be able to introduce you to Toot Hill School and the tremendous opportunities this school offers the young people of Bingham.

Toot Hill School is the founder member of the Torch Academy Gateway Trust. As an outstanding school (Ofsted 2012) we aim to set the standard of all schools within our trust.

We aim to be a 'great' school with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Toot Hill School, and we look forward to receiving your application.

**John Tomasevic**  
**CEO of the Torch Academy Gateway Trust**



## Application Details

Thank you for your interest in the Teacher of MFL (French & Spanish) vacancy at Toot Hill School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Rahman, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [krich@toothillschool.co.uk](mailto:krich@toothillschool.co.uk) or by post, for the attention of Mr. Rahman, to the following address:

Toot Hill School  
The Banks  
Bingham  
Nottingham  
NG13 8BL

## Application forms

These can be downloaded from the school website [www.toothillschool.co.uk](http://www.toothillschool.co.uk). Wherever possible, please provide email addresses for your referees.

## Closing Date

Please ensure your application arrives by 9 a.m. on the closing date of **Wednesday 06 May 2015**.

## Interview:

Interviews for the role will be held during week commencing **Monday 11 May 2015**. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## **Job Description - Classroom Teacher**

Reports to: Performance Director (Head of Department)

### **Key purpose of the job**

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

### **Responsibilities of a classroom teacher**

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of all pupils within allocated classes
- To register the attendance of pupils in class
- To set appropriate homework
- To mark pupil's work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

### **Responsibilities of a form tutor**

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group
- To check uniform and general appearance on a daily basis
- To monitor the behaviour of pupils in the tutor group.





### **Performance Management responsibilities**

- All members of staff are required to participate fully in the school's performance management system.

### **Other professional requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



## Person Specification: Class Teacher

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status - Degree or equivalent.</li> <li>• Good Honours degree (First or Second Class).</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice in the subject.</li> <li>• Experience of teaching a wide range of abilities.</li> <li>• This role would be suitable for an NQT or an experience teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pastoral/tutor role.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Secure commitment to a clear aim and direction for the subject.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of particular needs of pupils with SEN.</li> <li>• Awareness of factors affecting language and learning across the curriculum.</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject.</li> <li>• Ability to use own initiative.</li> <li>• A commitment to the vision of the school.</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with pupils and staff.</li> <li>• High standards and expectations</li> <li>• Ability to use pupil assessment data to raise achievement.</li> <li>• Outstanding communication skills.</li> <li>• Reliability and integrity.</li> <li>• A commitment to safeguarding and promoting of welfare of children issues.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to extra-curricular activities.</li> <li>• A vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>



## **Department Information:**

### **Modern Foreign Languages - Departmental Information for Applicants**

#### **About the Department/Department Ethos**

We are a lively and enthusiastic department consisting of ten members of staff; both full and part time. We are committed to awakening a love of languages and cultural exploration in our pupils and believe that the ability to speak a foreign language will equip pupils with the skills that they will need to complete effectively in the global workplaces of the future.

#### **Meet the team/Staffing**

Jackie Myers Joint Performance Director and i/c French and KS4  
Gill Rahman Joint Performance Director and i/c German and KS3  
Liz Foster Lead Teacher and i/c KS5  
Caroline Smith Lead Teacher i/c Spanish  
Chris Jones teacher of French and German and School Leader  
Laura Blasco teacher of Spanish and French and Achievement Coordinator Year 8  
Emmanuelle Scott teacher of French and German  
Jennie Hannah teacher of Spanish and French and Assistant SENDco  
Daniel Cunningham teacher of Spanish and French  
Leanne Graham teacher of French and Spanish

#### **The Curriculum – Key Stage 3**

We have a two year KS3. In year 7 most pupils study a term of each language, French German and Spanish. In year 8 pupils choose 2 out of the three languages to continue with. In both years pupils complete a variety of exciting cross curricular projects in all three languages from handball to film reviews and painting in the style of Hundertwasser there is something to appeal to everyone. We follow Mira in Spanish, Studio in French and Echo Express in German.

#### **The Curriculum – Key Stage 4**

We offer GCSE courses in all three languages following the Edexcel GCSE specification. Lessons are delivered using a wide variety of teaching methods, including role play, mime, games and a wide variety of electronically produced materials. We have a set of departmental iPads which are invaluable for researching authentic webcasts, TV and radio programmes. The target language is used to give instructions and to communicate in the classroom.





## **The Curriculum – Key Stage 5**

At A level we offer courses in French, German and Spanish. We follow the Edexcel course. The A level course has four units of assessment and provides a logical progression from GCSE with a focus on contemporary society and world issues.

The A2 level offers a realistic progression from Advanced Subsidiary that rewards advanced research/reading skills, features integrated skills assessment, acknowledges the importance of knowledge and understanding of target-language culture and facilitates literary and cultural study.

## **Resources**

The department is situated in a suite of dedicated and, for the most part, air-conditioned rooms. It is well resourced with IWB, text books and dictionaries for all languages at all key stages. We also have a set of iPads, video conferencing facilities and a dedicated project room which we currently use for controlled assessments and small group work.

## **Extra-curricular**

We run a number of academies outside of normal lesson time. These include a Spanish and German GCSE academy. We have also had language clubs during the lunch period including a homework club run by college students and a Spanish club.

The MFL faculty has a long tradition of running trips, residentials and exchanges. Each year in Activities week the department has organised a residential visit to Paris including visits to the Eiffel Tower, Versailles and the Stade de France, a 4 day trip to Barcelona and a 3 day trip to Cologne. This year we will be returning to Burladingen, where we have a German partner school, with whom an exchange has been running for the last seven years. We also have a well-established French exchange with the Lycée Alfred Mézières in Longwy, Northern France for our Year 10, 12 and 13 students as well as a new Spanish exchange with a school in València.

## **Enrichment**

We have a variety of enrichment opportunities including the opportunity for pupils to become Language Ambassadors during their years in our college. Pupils have the opportunity to take part in the Business Language Champions competition at the Nottingham High School as well as visiting RAF Cranwell for a 'Languages at Work' Day.



## Academic Achievement – 2014 Results

### A2 French

#### Results

A\* - A 75%  
A\* - B 75%  
A\* - C 100%

### GCSE French

#### Results

A\* - A 13%  
A\* - B 34%  
A\* - C 77%

### GCSE German

#### Results

A\* - A 18%  
A\* - B 55%  
A\* - C 100%

### GCSE Spanish

#### Results

A\* - A 14%  
A\* - B 27%  
A\* - C 54 %



## **Overview of the Trust**

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

## **Overview of the School**

### **Ethos**

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

### **To summarise**

- We have high expectations of students and staff
- We believe every student can succeed
- We ensure barriers to learning are challenged and overcome
- We expect teaching to be well planned, varied and stimulating
- We expect learning to be active, focused, social and engaging
- We insist on high standards of behaviour at all times



## **Achievement**

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In 2014, we secured our best ever set of GCSE results with 84% of all students in Year 11 gaining 5 or more GCSE grades A\*-C including English and Mathematics.

At Key Stage 5, Toot Hill College has an excellent track record with over 100% of students achieving A\* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges and employment.

## **Pastoral**

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Achievement Co-ordinator, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progress through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



## **Curriculum**

Our curriculum follows National Curriculum guidelines and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our two-year programme covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects.

During our three year Key Stage 4 programme all students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and ICT courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades A\*-C including the English Baccalaureate subjects.

Toot Hill College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.

## **Extra-Curricular**

Extra-curricular opportunities are an essential part of providing a balanced and exciting range of experiences in school. At Toot Hill the after-school 'Extra' programme provides students with an impressive range of courses and sessions most nights of the week.

Opportunities include Ancient History, Science, Mathematics, Latin, Cooking, Critical Thinking and a comprehensive range of sporting activities including football, hockey, netball, rugby, cross country, tennis and athletics are also available. Toot Hill students regularly compete at county level and our sports teams have a strong tradition of success.

Students' extra-curricular achievements are recorded and celebrated through our Torches award scheme. This programme allows students to build up a portfolio of their achievements throughout their time at Toot Hill School; essential for successful applications to university, college or work.

Music is very much at the heart of Toot Hill School and we encourage students to take up or continue playing a musical instrument. There are regular concerts and workshops where students can demonstrate and develop their performance skills.

The Performing Arts also take a leading role in school life with regular Drama productions allowing all students to fully explore their creativity.

In addition there are regular opportunities to travel including a Year 8 residential and international educational visits. In recent years Toot Hill students have travelled to France, Germany and Africa.



## **Student Voice**

Student voice is active within the school with each year group choosing student representatives that meet through year councils and the college running a student's union format.

There are additional opportunities for students to be leaders through the Ambassador, Diplomat and Prefect Program and all subjects have student representatives.

Students are involved in all aspects of school life and contribute to the interview process for new staff and assist at school open evenings. They have also delivered feedback to staff on aspects of teaching and learning, such as marking. They have presented at Governor meetings and have also been involved in leading assemblies.

In the college, we have Senior Prefect positions as well as a Head Boy and Head Girl.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.