



Tettenhall College

Subject Leader of Modern Foreign Languages

Information for applicants

Starting September 2024

www.tettenhallcollege.co.uk





Welcome to Tettenhall College

Founded in 1863 by a local industrialist, Tettenhall College is an independent, co-educational day and boarding school providing continuous, quality education for children aged from 2 to 18 years. The School currently has 500 pupils, the majority of whom are drawn from across the Midlands, but also includes a vibrant boarding community made up of pupils from over 25 countries worldwide.

The School stands in 30 acres of stunning grounds and woodland situated in the picturesque village of Tettenhall, on the outskirts of the city of Wolverhampton.

Our pupils are known for their positive approach, their appreciation of the staff, of their School and of their fellow pupils, their motivation to learn and their whole-hearted commitment to every aspect of school life. Tettenhall College, in turn, is committed to providing an outstanding personalised education, combining strong academic standards and a wide range of extra-curricular activities.

Academic results are consistently high. Pupils achieve very good GCSE and A Levels. The vast majority of Sixth Form leavers choose to go on to university with many selecting Russell Group institutions and a few each year opting for prestigious international options or competitive, sought-after apprenticeships with major companies. Beyond the classroom, pupils have the opportunity to participate in a wide range of sporting, performance and co-curricular activities, as well as being encouraged to engage in adventure and charitable causes.

The School is an active member of the Society of Heads, the Independent Schools Association and the Boarding Schools Association.

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Working with us

The School combines the best of modern teaching and facilities with the heritage and values of a traditional educational establishment – both in its physical setting and in its ethos. A substantial investment programme has created outstanding facilities for the next era of Tettenhall College: modern en-suite study-bedrooms, a state of the art study centre, a sixth form common room, a library, a multi-purpose all-weather sports facility and squash courts. These investments complement the already impressive facilities of the Victorian Towers Theatre; a charming Victorian indoor heated swimming pool; extensive sports fields and modern IT facilities.

This commitment to providing the very best facilities is matched by the energy and passion of our inspirational, committed staff who strive to inspire and ensure that all pupils fulfil their personal best. Small class sizes throughout the School ensure individual attention for each pupil with emphasis on the development of the individual. This supportive environment has resulted in the School's excellent reputation for pastoral care. Support of those pupils who have additional learning needs, including EAL, is a critical element of the School's offering.

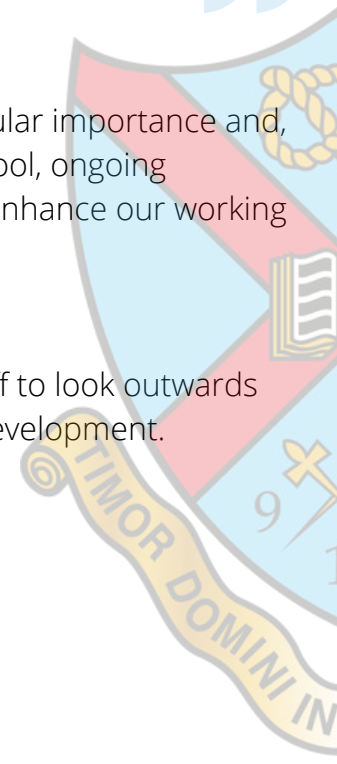
This is an exciting time to join Tettenhall College; the leadership team are committed to continuing to increase the School's profile both locally and within overseas markets. Pupil numbers have grown by 25% with a steady increase in boarding. Tettenhall College is now widely recognised as one of the Midlands' leading independent schools and is progressing rapidly towards its goal of becoming one of the best small independent schools in the UK.



“*The well-being of all our staff is of particular importance*”

The well-being of all our staff is of particular importance and, as part of an overall strategy for the School, ongoing initiatives are continually introduced to enhance our working environment.

Staff are entitled to a remission on their children's fees and we encourage all staff to look outwards and focus on continuous professional development.



Our Mission, Vision & Values



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Our mission is to nurture our pupils to achieve their full potential and discover their unique talents

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The cornerstone of our community is our vision to be the school of choice for outstanding personalised education, inspiring every pupil to excel academically and beyond. Our mission is to nurture our pupils to achieve their full potential and discover their unique talents in an educational setting where they will thrive and be happy. Our exceptional staff motivate pupils to embrace challenge, giving them the best preparation for life and personal success.



Ambition

We strive for excellence in every aspect of our work and have high aspirations for our pupils. We encourage resilience by embracing mistakes as learning opportunities.



Opportunity

We foster self-belief. We provide academic challenge, personalised support and a breadth of learning opportunities



Creativity

We have the freedom to adapt our education to find the most effective way to meet our pupils' needs. We recognise that nurturing creativity is vital in today's world.



Community

We have a safe and secure family environment throughout our School. We look to promote our shared values and respect for each other. We equally want pupils to look outwards, act responsibly and become valued global citizens.



Character

We cultivate emotional intelligence, well-being and self respect and encourage support for each other. We lead by example to promote healthy and balanced lifestyles.

The MFL Department

The Modern Foreign Languages Department at Tettenhall College invites applications for the position of Subject Leader of MFL for a September 2024 start. The Department has a good record of academic achievement, and the successful candidate should be able to inspire, lead and motivate staff to continue the department's development journey. The candidate would be required to teach French or Spanish, ideally both, throughout the 7 – 18 age range.

We are seeking to recruit an enthusiastic Subject Leader to lead the MFL department (French and Spanish). The successful candidate will have a passion for languages, the ability to effectively lead a successful department and an ambition to make positive steps in their career.

The Department

The MFL department currently covers French and Spanish. There are three teachers within the department, which includes the subject leader.

Modern Foreign Languages are taught across the school from year 3 up to year 13. Pupils at Tettenhall College study French and Spanish up until then the end of year 9.

In years 10 & 11, pupils' study either French or Spanish AQA GCSE.

Languages are a popular option at A-level (AQA) with many of our students going on to study languages at top universities in the UK and abroad. Pupils can choose French or Spanish at A-level. We can also facilitate support for other languages for our international pupils.

The Department organises many trips within the UK and overseas. In October 2024, years 8, 9 & 10 are travelling to France for a residential trip. There are many opportunities to develop enrichment in languages and be involved with the promotion and organisation of trips.



The Person

We seek to appoint an outstanding Subject Leader of Modern Foreign Languages who can effectively lead and further develop this already successful department. The candidate must be able to teach with French or Spanish (or both) with fluency and enthusiasm from Prep school up to Advanced Level. The candidate should have very good knowledge of the latest educational technology and reforms and be able to promote positive relationships with pupils at all times. The post would be suitable for a current subject leader or a second in department looking for the next challenge.

Job Description

Tettenhall College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Title: Subject Leader of Modern Foreign Languages
Reporting to: Assistant Head (Academic)
Hours: Full time, permanent
Benefits: Pleasant working grounds and location
Lunch is provided free of charge during term time
Reduced rates for children of teaching staff being educated at Tettenhall College
Staff have access to the College swimming pool and fitness room
All teaching staff are automatically members of the Teacher Pension Scheme



Main Duties & Responsibilities

Professional Responsibilities

- To promote a school culture which is positive, purposeful and professionally stimulating.
- To uphold the school's vision, mission and values within the school and beyond.
- To encourage high standards in all aspects of school life, particularly in student progress and behaviour.
- To actively take ownership of your own continual improvement through sustained engagement in self-driven professional development, as well as engaging in the School's formal professional development programme.
- To identify and work towards professional development objectives in liaison with your line manager; the objectives will support both your professional aspirations and the fulfilment of the department and school development priorities.
- To complete any mandatory training related to your role or required to fulfil the school's statutory or regulatory obligations.
- To proactively explore developments and innovations in pedagogy and subject knowledge.
- To demonstrate consistently high standards of personal and professional conduct.
- To be punctual, organised and willing to fully contribute to wider aspects of school life.

Strategic Direction, Development and Accountability

- To lead the successful delivery of Modern Foreign Languages across the school.
- To inspire and enthuse members of the team, with a clear vision for the direction of the department.
- To empower the department to implement innovative initiatives to contribute to student success and wellbeing.
- To ensure that school's policies and strategies are embedded in the department schemes of work and operational plans.
- To produce an annual departmental review and strategic plan for improvement
- To ensure the health and safety of pupils and staff within the department
- To be accountable for achieving challenging objectives, pupil outcomes, standards, and performance targets.
- To lead on curriculum development within the department, acting as a source of advice, guidance and authority on the subject area.
- To establish and maintain a climate within the department of positivity and inclusivity where pupils feel safe and secure, ensuring excellent behaviour and progress.
- To manage the department's resources and budget.
- To oversee pupil progress within the department and lead on data discussions to ensure appropriate interventions are in place.
- To ensure the department provides the best possible educational experience both in and out of the classroom, for all pupils of all ages and abilities.
- To encourage links across the curriculum, between departments and with other schools.



Leadership and Management of Others

- To undertake regular audits and quality assurance checks to ensure the highest standards are being achieved in all aspects of the department's work, holding the team accountable on their roles and responsibilities.
- To coach and performance manage staff to improve their performance and to support their career development.
- To support the team to respond effectively to challenging circumstances and changes within the school.
- To empower staff to develop their leadership potential by delegating tasks effectively.
- To lead on inducting, developing and deploying staff within the department.
- To contribute to recruitment of department staff.
- To lead regular department meetings and attend subject leader and data meetings as required.

Teaching and Learning

- To set high expectations which inspire, motivate and challenge pupils.
- To promote outstanding progress and outcomes by pupils, ensuring the learning and development of pupils is effective, continuous and enables them to achieve.
- To demonstrate outstanding subject and curriculum knowledge.
- To plan, prepare and teach well-structured lessons across the age and ability range.
- To adapt teaching to respond to the strengths and needs of all pupils, including pupils on the SEND and EAL registers.

- To assess, monitor, record and report on the development, progress and attainment of pupils
- To use a data driven approach to identify learning patterns and implement effective action plans to address any learning gaps
- To contribute to intervention programmes, including GCSE and A Level revision
- To provide high quality, accurate, constructive and timely information to parents and guardians
- To manage pupil's behaviour effectively to ensure a productive and safe learning environment
- To ensure teaching and learning is delivered in a way that is compatible with and supportive of the School's policies
- To develop pupils' ability to use digital technology safely, effectively and ethically
- To embed technology in lessons to enhance teaching and learning



Responsibilities to the Department and School

- To be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion.
- To participate positively in subject leader meetings, follow policies and generally contributing to the effective and efficient running of the department.
- To promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives.
- To lead INSET activities within the department and take part in INSET activities organised by the school.
- To enthusiastically contribute to cross-curricular links and initiatives
- To keep up to date with developments in the subject, and in education more generally.
- To participate and promote the department and school at calendared school events, such as Saturday Open Days, Careers Evening, Options Evenings, Parents Evenings.

Co-curricular and Boarding

- To contribute to the school's extended day and after school activity programmes.
- To participate in three weekend boarding outings a year.
- To oversee day & field trips within the department.
- To accompany pupils on trips as and when required.

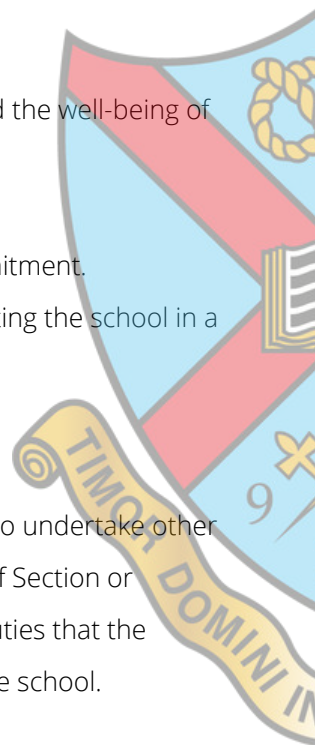
Pastoral Care

- To be a Form Tutor where necessary and contribute to Tutor time and other tutor based activities.
- To promote the progress and well-being of individual pupils and the tutor group.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To monitor attendance and punctuality within the tutor group and contact parents if either of these becomes a concern.
- To alert appropriate staff to problems experienced by your tutees or any pupil and make recommendations as to how to resolve these.
- To have good lines of communication with the parents/guardians of your tutor group.
- To teach PSHE.

Safeguarding and Staff Conduct

- To show commitment to safeguarding, child protection and the well-being of students.
- To insist of high standards at all times.
- To act as a role model for punctuality, resilience and commitment.
- To display a smart and professional appearance, representing the school in a positive manner.
- To uphold the staff Code of Conduct.

The above is not an exhaustive list. Applicants must be willing to undertake other reasonable duties as requested by the Subject Leader, Head of Section or members of the extended Senior Leadership Team and any duties that the Headmaster deems necessary for the effective operation of the school.



Tettenhall College is committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation. Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

How to Apply

Closing date: Thursday 21st March 2024 - 12 noon
Interview: Week commencing 25th March 2024
Salary: Commensurate with experience
Hours: Full time

To apply, please fully complete an employment application form and return, along with your CV, to head@tettcoll.co.uk



Tettenhall College is committed to safeguarding and protecting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness. The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Please note that we will take up references provided in your application form prior to interview.

If successful, an external provider will undertake online background checks adhering to the Data Protection Act 1998 which states that personal information shall be processed lawfully and fairly, obtained for one or more specified and lawful purposes only and be adequate, relevant and not excessive.

Full details of the School's safeguarding policies and procedures are available on the School website: www.tettenhallcollege.co.uk

A photograph of two fencers in a grand, historic hall. The fencer on the right is in a dynamic lunge, wearing a white fencing jacket and mask, with their foil extended towards the opponent. The fencer on the left is in a ready stance, also in white gear. The hall features high ceilings with ornate moldings, a chandelier, large windows in the background, and a large wooden display cabinet on the right. The floor is made of polished wooden planks.

GET INVOLVED



Tettenhall College

A LEADING DAY & BOARDING SCHOOL FOR BOYS AND GIRLS, AGED 2 - 18

Person Specification

Education, training, and qualifications	Essential	Desirable
Qualified to degree level (or equivalent) in a relevant subject area	√	
Teaching qualification (PGCE or equivalent)	√	
Qualified Teacher Status in the appropriate subject and age range	√	
Evidence of professional development relevant to the role	√	
Experience		
Experience of leading a department with successful outcomes in attainment and student progress		√
Experience of leading, managing and developing a team	√	
Have a good understanding of languages at all key stages		√
Experience of successfully implementing strategies for raising achievement and achieving excellence for students;	√	
Experience of curriculum development in the subject area to maximise participation and strengthen progress and achievement for all students		√
Experience teaching French or Spanish at KS3, GCSE & A-Level in a secondary school	√	
Experience teaching French or Spanish at KS2		√
Experience teaching a second language (preferably French or Spanish depending on main language)	√	
An outstanding classroom practitioner with a passion for their subject and an eagerness to share this with our pupils	√	
Excellent understanding of assessment practices to inform teaching, learning and attainment	√	
Experience of running extra-curricular activities and academic development sessions		√
Experience of organising and leading trips		√
Experience of teaching international (EAL) pupils		√
Experience of working in a boarding school		√
Knowledge and Skills		
Ability to understand and demonstrate effective budgetary control		√
Ability to lead and motivate others	√	
A sound understanding of how data can be used to improve attainment		√
Outstanding subject knowledge across the age range	√	
Ability to deliver high quality, engaging and inspiring lessons that stretch and challenge all pupils	√	
Sound understanding of personalising the educational experience for pupils.	√	
Sound knowledge of current curriculum development in their subject/department	√	
Good knowledge of using data to inform teaching and learning	√	
Good knowledge of a wide range of pedagogical approaches to cater for different learning styles/needs, including SEND and EAL pupils		
Thorough understanding of safeguarding in relation to children and young people.	√	
Good use of technology to enhance lessons		√

Personal Qualities		
Excellent punctuality and attendance	√	
Excellent organisational skills	√	
High expectations for achievement and behaviour, with a commitment to drive improvement in a non-selective school	√	
Willingness to commit to the whole school ethos and values	√	
Good team player, willing to make a full contribution to the work of the department and school, including extra-curricular programme and boarding outings	√	
Strong interpersonal skills to effectively communicate with staff, parents, and pupils	√	
A positive and solution-focused attitude	√	
An excellent role model in teaching and professional conduct	√	
Committed to self-improvement and development through self-evaluation, reflection and training	√	
Committed to the protection and safeguarding of children and young people.	√	