



LOUGHBOROUGH
Amherst School

The foundation of a rewarding career

THE LOUGHBOROUGH SCHOOLS FOUNDATION





THE
LOUGHBOROUGH
Schools Foundation

We believe, with some justification, that there really is nowhere quite like the Loughborough Schools Foundation.



LOUGHBOROUGH
Amherst School

Boys & Girls 4 - 18 years



LOUGHBOROUGH
Nursery

6 weeks - 4 years



LOUGHBOROUGH
Grammar School

Boys 10 - 18 years



LOUGHBOROUGH
High School

Girls 11 - 18 years



We are a progressive, charitable Foundation comprising a Nursery, two complementary Prep Schools and three high achieving Senior Schools; The Grammar School for boys, The High School for girls and Amherst School, a non-selective, co-educational School, all sharing exceptional resources and one beautiful, extended campus in the heart of Loughborough.

Our Schools family embraces some 2,000 pupils and 750 staff engaged in giving and receiving an education to cherish.

An education where academic achievement is balanced by moral guidance, happiness, courtesy, opportunity and a tangible kindred spirit within which everyone is known, understood and valued.

Should you choose to apply for this important position, we look forward to welcoming you and helping you to discover more about the Foundation, its history and its future.



LOUGHBOROUGH
Schools Music



FAIRFIELD
Prep School

Boys & Girls 3 - 11 years







LOUGHBOROUGH Amherst School

Founded in 1850, our school is steeped in history, while our ambitious educational philosophy prepares pupils for the future.

With the welcoming of boys into our Senior School from September 2019, we are Loughborough's only co-educational independent school for children aged 4 – 18 years. We are dedicated to providing an environment where every pupil has the opportunity for long-term academic, spiritual and moral development.

Our small class sizes, amazing ratio of teachers to pupils, individual care and flexible curriculum allows us to cater for a range of abilities in a way that more selective schools or a larger school can't always match. This is a distinctively warm and welcoming community within which everyone is known and loved. As one of our pupils so aptly put it, 'nobody is a nobody'.

We are a Catholic school in the truest sense, universal and welcoming of all, regardless of faith background. We are proud of our Catholic heritage, pedagogy and tradition. We seek to nurture in every pupil a concern for the world around them, compassion for others and a deep sense of wonder. Our belief is that education is about the whole person and that spiritual and moral reflection are central to a person's growth, flourishing and happiness.

Our pupils are and always have been our best advertisement. Confident but not arrogant; ambitious but not materialistic and well-equipped to face the worst and embrace the best that life offers.

It is a happy state which can only be attained if our teaching staff and wider support team are as ambitious, passionate and supportive as our pupils. If you can contribute to helping us provide a rounded education of the very highest quality, to a quite wonderful group of pupils and parents, we very much look forward to receiving your application.

Loughborough and the East Midlands

Loughborough is a thriving university town of about 65,000 people (supplemented by 17,000 students in term-time) with a feel of a much larger conurbation. It has a strong sense of community and is very well provided for with amenities including two cinemas, museums, parks and a very wide range of shops and restaurants and a popular market on Thursdays and Saturdays. The three cities of the East Midlands (Leicester, Nottingham and Derby) are all half an hour away by car – less by train, and all include outstanding cultural and sporting venues. The town itself is surrounded by picturesque villages in the rolling Leicestershire countryside.

The East Midlands are extremely well connected to the rest of the country through an excellent network of transport links. Loughborough is 75 minutes by train from St Pancras in London, and the M1 lies only 3 miles from the town centre. East Midlands international airport is just to the North of the town. In addition, this is one of the rare regions in England where property prices remain at a relatively affordable level for teachers with young families.





LOUGHBOROUGH Amherst School

Head of MFL Department Job Description

Post:

Head of the Modern Languages department

Responsible to:

Head of School

Core Purpose

The role of the Head of Department is to provide effective leadership in their specific subject areas and to build a team which can provide high quality teaching and learning in the specific subject areas. They are responsible for raising student attainment and achievement within their curriculum areas.

All the responsibilities below are subject to the general duties and responsibilities contained in the Contract of Service and Articles of Employment.

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

The post holder will:

- Report to the Deputy Headteacher
- Provide professional leadership and management within the Department in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students
- Be responsible for the overall management of the teaching of the Department and the learning and progress of students in the Department
- Be responsible for the provision of a lively and stimulating environment within the Modern Languages areas in school
- Offer support to the learning and pastoral needs of individual students through the school's pastoral policy and the school's aims and values
- Be committed to professional self-development in order to carry out the job successfully

Leadership

- Line manage members of the Department
- Co-ordinate the Department's contribution to the School Development Plan
- Provide a link between the Department and the Leadership Team. Feed back results of all monitoring activities

- Maintain a Department “SEF” and handbook, updating as required and presenting annually to SLT
- Provide an annual Department exam results analysis
- Liaise with colleagues in other departments and the Leadership Team
- Have responsibility for the department budgets, ensuring funds are utilised effectively
- To assist the Head in the appointment of new staff to the Department
- To oversee the work of the language assistants, when appropriate, liaise with the other Foundation Schools’ heads of modern languages

Teaching and Learning

- Ensure that teaching within the Department is of the highest standard through differentiated Schemes of Work, appropriate deployment of staff, use of targets and implementation of School policies.
- Monitor, formally and informally, teaching and learning in the Department and its languages
- Review regularly all aspects of the Department’s work to ensure progress
- Maintain appropriate records to demonstrate this

Management

- Create and maintain clear Department documentation (SEF, SIP, Schemes of Work, Handbook)
- Manage and organise resources
- Evaluate Schemes of Work
- Initiate and manage change to raise standards where necessary
- Lead weekly Department meetings, keep minutes and arrange their submission to the appropriate member of the leadership team at regular intervals, and to implement departmental decisions taken
- Set targets for the Department and monitor those targets against student performance
- Represent the Department at Middle Leaders Meetings
- To oversee or organise work provided for classes when members of the department are absent
- To encourage the organisation of activities, competitions and events associated with modern languages e.g. lectures, exhibitions, visits, clubs, societies etc.

People and Relationships

- Act as a reviewer in the annual Appraisal Cycle
- Develop the role of members of the Department, in particular TLR post holders, by providing support and challenges for all aspects of their work
- Induct new staff in the Department
- Manage serious issues of behaviour management within the Department in line with school policy

Health and Safety

- Implement the Health and Safety Policy of the School, including the production of subject specific Health and Safety Policies where relevant
- Monitor all rooms and stock cupboards for faults, deficiencies, damage, cleanliness and hygiene
- Include Health and Safety on the Agendas of Department Meetings at least termly

Assessment

- Oversee the assessment and recording of students' performance in the subject(s) in line with School policy and process
- Monitor the performance of students across the school in the subject(s) through the use of Department and whole school data
- Ensure that whole school assessments are in place by the published deadlines and that moderation procedures are completed before being passed to a member of the Leadership Team
- Ensure that appropriate baseline assessments are carried out to assess intake standards
- Track student progress over time within the Department

Student Support

- Identify students who are under-achieving in the Department and liaise with the Deputy Head as necessary

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

Qualifications	<ul style="list-style-type: none">● Good honours graduate● Qualified teacher status
Personal qualities	<ul style="list-style-type: none">● Passion for Languages and an ability to communicate this to others● Ability to inspire and motivate others● Capacity for hard work and high expectations of self and others● Supportive approach to others, and an ability to relate well to colleagues and students● Ability to lead a team, and to work well within teams● Ability to make difficult decisions● Generosity of spirit● High expectations of students● Willingness to contribute to co-curricular activities, including clubs and trips● Some experience of leading a team

Knowledge and skills	<ul style="list-style-type: none"> ● Excellent teaching skills ● Excellent communication skills ● Excellent capacity for leadership and management ● Understanding of the importance of modelling in leadership ● Good communication skills, including the effective use of ICT ● Thorough knowledge of the subject ● Understanding of the impact of Language skills across the curriculum ● Strong organisational skills ● Ability to use monitoring and evaluation to raise achievement, including of the most able ● Ability to prioritise own workload and that of others ● Ability to evaluate the work of the department and to maintain focus on improvement ● A knowledge of current educational developments ● Ability to create a positive, inclusive learning environment
Experience and training	<ul style="list-style-type: none"> ● Experience of teaching one modern foreign language to A level and another to GCSE ● A record of excellent results for students ● Evidence of a commitment to professional development ● Some experience of leadership

TERMS AND BENEFITS

- Salary in line with teaching scales
- Required from September 2024
- Car parking
- Complimentary refreshments during the working day
- Cycle to work scheme
- Employee Assistance Programme
- Employer contributory pension scheme
- Subsidised private medical insurance
- School fee discount may be available for children attending one of the four schools in the Foundation, up to 50% (pro-rata for part-time employees). Please note discount is not available at the Nursery.

HOW TO APPLY

Further information on Loughborough Amherst School can be found at <https://lsf.org/amherst/>

To apply, please visit www.lsf.org/careers and download an application form and send, along with a covering letter addressed to the Headmaster, Mr J. Neville, to recruitment@lsf.org

Closing date for applications is Noon Thursday, 2 May 2024

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants. The 'Supporting Information' section on the form should be completed as fully as possible and details of two referees are required.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.





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