



# RECRUITMENT PACK

## ST JOHN FISHER CATHOLIC HIGH SCHOOL

Head of Modern Foreign Languages

  
Ofsted  
Good  
Provider

 CATHOLIC SCHOOLS  
INSPECTORATE  
THE NATIONAL AUTHORITY FOR THE REGULATION OF CATHOLIC SCHOOLS COLLEGES AND FORMER SCHOOLS  
  
OUTSTANDING

Learning together as a community in Christ

# Welcome to St John Fisher Catholic High School!

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We are a thriving Catholic school community serving young people in the heart of Wigan.

We believe in delivering a challenging, broad and balanced curriculum underpinned by a strong faith experience and an excellent pastoral care system.

We believe every child deserves to feel safe and valued and, because of this, our young people flourish academically, socially and spiritually in our school.

Our mission statement, **Learning Together as a Community in Christ** encapsulates everything we do.

We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

**Could you be part of our team?**

Thank you for taking an interest in our school.

Alison Rigby

**Headteacher**



# Why work at St John Fisher?

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We have high expectations of our students and of our staff - people matter in our school. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people - we want them to do their best and be their best.

We are a Good school, as judged by Ofsted in November 2021. Further, we are an Outstanding Catholic School, as confirmed by our Section 48 Inspection within the new framework in June 2023.

It is an exciting time for our school community as our school has been identified as one of fifty schools to be in the first stage of the Department for Education's new School Rebuilding Programme. Our new state-of-the-art, net-zero school with a separate sports facility is now under construction and will be ready for January 2025. Currently, our school is effectively operating amongst the construction with adapted breaktimes and lunchtimes, using existing school blocks and the addition of a temporary block. This current situation presents us with immense challenge, however, due to our cohesive and supportive staff team and loyal pupils our school is managing incredibly well and is looking forward to moving into an innovative and modern environment.

Be part of something exciting...



# What we do for the wellbeing of our staff

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- Commitment to Health Assured Employee Assistance Programme.
- Strong commitment to ongoing staff training and development including engagement in NPQ programmes and Masters accreditation.
- Strong and healthy relationships between SLT and staff.
- An appraisal process which recognises staff (teaching & non-teaching) contribution to school priorities and follows a developmental approach rather than performative.
- Recruitment of additional staff to strengthen the pastoral team.
- Reasonable expectations with regards to staff duty commitments.
- Strong commitment to reducing staff workload and decision-making processes consider staff wellbeing.
- High levels of staff consultation.
- Advance notice for staff with monitoring and evaluation tasks and a well-planned and transparent annual calendar.
- Regular information sessions for staff to help staff make informed career choices and feel supported in the school environment e.g. menopause, pensions etc.
- SLT are a visible presence around school both during lessons and in unstructured times of the day.
- Wellbeing weeks in school calendar to support staff in managing workload.
- Active social calendar for staff.
- SLT arrange detentions each Friday to reinforce standards.
- Support for staff spiritual development through school chaplaincy, regular Masses and liturgy.
- Birthday cards for every member of staff.

# Our Modern Foreign Languages Department

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## Our Curriculum Vision

Our aim is to raise aspirations, to challenge stereotypes, to equip our pupils with opportunities to discover the joy of being able to communicate in another language and to appreciate different cultures. We are always forward thinking, looking for new ways to engage pupils so we can ensure the best outcome for our pupils when they leave. Above all, we are a team, and we strive to foster strong relationships with our pupils and each other.

## Staffing

The MFL department consists of four specialist teachers, including the Head of MFL, one part-time teacher of French with responsibility for Pupil Premium, one part-time teacher of Spanish and French with responsibility for ECT mentoring and one full-time ECT 1 teacher of Spanish.

The department has embraced national and whole-school initiatives and is constantly striving to improve pupil outcomes. There is an excellent learning atmosphere and quality first teaching is common practice. The relationships between colleagues are strong and collaboration is a strength.

## Curriculum and Specifications

The MFL department currently delivers the AQA syllabus at GCSE at both the Foundation and Higher tier. We will be moving to Edexcel for the first teaching of the new GCSE in September 2024. We use Dynamo and Viva Segunda Edición to deliver our KS3 curriculum.

All pupils are taught in mixed-ability classes throughout their time at St. John Fisher.

## Extra-Curricular and Enrichment Opportunities

The department takes KS4 pupils to Runshaw College for a taster day and we are hoping to reintroduce trips to France and/or Spain next year. We invite the Onatti Productions into school to put on plays in French and Spanish for our Y9, 10 and 11 pupils.

Throughout the year, the department also rewards pupils for participating in Cultural Capital competitions.

## Environment and Resources

The MFL department benefits from four fully equipped classrooms, each with a C-Touch board as well as an office and storeroom. Resources for both KS3 and KS4 are centralised with clear and easy to follow schemes of work.

## Professional Development Opportunities

Colleagues participate in whole school Inset and the HoD attends the Wigan and Archdiocesan MFL HoD network meetings each term. Colleagues have had the opportunity to attend training courses for the new GCSE and for ECT mentoring.



# Head of Modern Foreign Languages

## Job Description: Head of Modern Foreign Languages

Scale:	TLR 2B
Responsible for:	Members of the department, attached support staff, supply teachers
Responsible to:	Headteacher, SLT link
Mission Statement:	<i>Learning Together as a Community in Christ</i>

### The post holder should:

- Lead the learning of pupils and staff in the subject area (Modern Foreign Languages - MFL) to ensure high standards of progress and achievement
- Develop the curriculum, teaching and schemes of learning in an innovative and engaging way
- Ensure the appropriate progress of all pupils by effective target setting, monitoring and evaluation
- Facilitate the development of staff regarding teaching and learning to ensure quality first teaching
- Be accountable for the work of the MFL Department
- Contribute to the vision and development of the whole school
- Meet the needs of all pupils, including behaviour management and its impact on learning
- Have a personal interest in and passion for all aspects of MFL, keeping up-to-date with current initiatives which then influence and impact upon teaching and learning across the department

### Subject responsibilities include:

#### 1 Professional skills, judgements and qualities

##### Leadership

- To develop and promote the vision of the department in line with the mission of the school
- To plan strategically the progress of the department in line with the School Improvement Plan
- To raise attainment, progress and achievement within the curriculum areas of MFL
- To ensure that there is continuous development of schemes of learning, curriculum planning and sequencing within MFL
- To develop, monitor and evaluate subject staff to maximise the achievement and wellbeing of pupils
- To maintain the departmental contribution to self-evaluation/quality assessment to facilitate whole school review process
- To lead the development of the use of ICT both within the curriculum and for tracking pupil progress

##### Management

- To coordinate cross-curricular initiatives and responsibilities such as HAP, Literacy, Numeracy, SMSC, Equal Opportunities, SEND
- To develop and maintain a departmental handbook (actual or virtual) and ensure its impact across the department
- To ensure consistent implementation of school policies
- To develop sustainable and innovative links with parents and partners (primary, post-16, Wigan Partnership Schools, Governors, Archdiocese networks)
- To undertake effective planning of Departmental Improvement Plans, Capitation Bids and resource management ensuring best value principles are applied

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- To ensure effective deployment of staff and upkeep of departmental resources in successfully contributing to learning and enhancing the quality of teaching
- To liaise with relevant external agencies including examination boards, colleges, other schools, business and industry links to enhance provision, to broaden the curriculum and provide cultural capital
- To ensure that departmental classrooms promote an effective climate for learning
- To undertake appropriate risk assessments to ensure health and safety within the subject and department

## **2**     **Pupil development and progress**

### **Leadership**

- To set and meet appropriate objectives and targets which ensure the progress of pupils, staff and the department
- To inspire staff to foster a climate of the classroom which promotes learning
- To develop effective assessments, intervention and revision programmes
- To lead on and undertake aspects of educational enhancement and enrichment (booster classes, GCSE preparation sessions, residential visits etc.)

### **Management**

- To analyse data and use data to target set, intervene with and monitor pupil progress
- To develop and maintain clear and effective assessment, reporting and recording
- To facilitate the appropriate behaviour of pupils in lessons and assist colleagues in applying the behaviour policy of the school
- To direct the work of pupils and cover staff in the absence of colleagues
- To coordinate the preparation of pupils for public examinations including effective revision and retrieval
- To expand work related links and opportunities within the subject to develop understanding of the world of work, contribute to the schools Gatsby Benchmarks and provide cultural capital

## **3**     **Other professionals**

### **Leadership**

- To lead colleagues in their development through coaching, modelling and professional dialogue to raise standards of teaching and learning in order to ensure quality first teaching
- To promote outstanding academic, professional and personal development of department members
- To effectively induct newly experienced and newly qualified teachers into the department
- To assist supply teachers and trainees to become accustomed to the standards and work of the department
- To participate in the Appraisal cycle acting as a Reviewer for department members
- To meet with other subject leaders to ensure development and improvement in relation to others and to share effective good practice and ensure quality first teaching
- To facilitate the successful coordination and recording of departmental meetings that promote the development of learning, teaching and curriculum rather than merely giving information

### **Management**

- To direct the work and development of support staff to make best use of this resource and ensure they effectively impact upon the learning and progress of pupils
- To monitor the work of the department regarding marking, assessment, recording, reporting and communication with pupils and parents to diminish underachievement and recognise good work and effort
- To undertake observation as part of teacher appraisal to ensure strong teaching and maintain high standards of professional teaching practice

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- To undertake performance management reviews in order to further develop and support staff and their teaching craft and skills

**This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.**

**This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS disclosure.**





# Head of Modern Foreign Languages

## Person Specification – Head of Modern Foreign Languages

The Governing Body is seeking to appoint a person who possesses the following qualities and skills:

ASPECT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Degree level qualification in Modern Foreign Language discipline (preferably French, Spanish or both)</li> <li>• Evidence of up-to-date, relevant CPD</li> </ul>	
<b>TEACHING EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Outstanding levels of pupil achievement and pupil progress</li> <li>• Significant teaching experience in the 11-16 range</li> <li>• Outstanding classroom management</li> <li>• Familiar with current teaching trends and the latest initiatives</li> </ul>	
<b>LEADERSHIP AND MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Current or recent leadership</li> <li>• Experience of leading a team</li> <li>• Ability to speak confidently and effectively to a variety of audiences</li> <li>• Ability to develop effective teams and empower others</li> <li>• Evidence of driving ambition and raising standards for pupils</li> <li>• Ability to analyse and interpret appropriate data and use it to inform effective intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of effectively implementing intervention strategies, which raise standards and engage disaffected pupils</li> </ul>
<b>PROFESSIONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, both orally and in written form</li> <li>• Ability to motivate and empower others</li> <li>• High level inter-personal skills</li> <li>• Experience of delegating tasks and supporting staff in carrying out tasks</li> <li>• Ability to manage time effectively</li> <li>• Thorough knowledge of recent educational reforms, initiatives and innovations (including virtual)</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills and appropriate knowledge of MFL-related software to develop/enhance student/staff outcomes</li> </ul>

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<p><b>PERSONAL QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• Actively supportive of the Catholic ethos of the school</li> <li>• Commitment to hard work</li> <li>• Creative and innovative thinker</li> <li>• Enthusiastic and innovative</li> <li>• Integrity, loyalty, honesty</li> <li>• High quality people skills</li> <li>• Demonstrating calmness under pressure</li> <li>• Resilient, reflective and resourceful</li> <li>• Excellent sense of perspective</li> <li>• Can engage a wide variety of audiences</li> <li>• Demonstrating a growth mind-set</li> <li>• High quality artistic practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of high-quality linguistic capabilities</li> </ul>
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# Application Process

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## Visits

If you would like to come and visit our school to help you in your application please contact us on [recruitment@sif.wigan.sch.uk](mailto:recruitment@sif.wigan.sch.uk)

## Applying for the role:

Please use the following links to access the appropriate forms and guidance;

Teacher Application Form - [Click here](#)

Application Forms and GDPR Guidance - [Click here](#)

Recruitment Monitoring Form - [Click here](#)

Rehabilitation of Offenders - [Click here](#)

## Timescale

The deadline for all applications: **Friday 3 May 2024 at 12 noon.**

Interviews: **Date to be confirmed**

## Further Help

If you have any questions or issues with your application please email [recruitment@sif.wigan.sch.uk](mailto:recruitment@sif.wigan.sch.uk)





# ST JOHN FISHER

## CATHOLIC HIGH SCHOOL

[www.sjfhs.co.uk](http://www.sjfhs.co.uk)

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