



Welcome

Thank you for your interest in the post of Subject Leader for German at The John Warner School. I appreciate the time that it takes to apply for teaching positions and hope that the details in this pack provide you with all the information you need.

At The John Warner School we are proud to belong to a school which is **committed to excellence** in all that we do. We offer a well-rounded education to all of our students across the ability range and we aim to help them to discover and develop their own potential. We seek to equip them with the knowledge, technological capabilities, skills and character needed to face the modern world and to cultivate respect for and understanding of all members of their community.

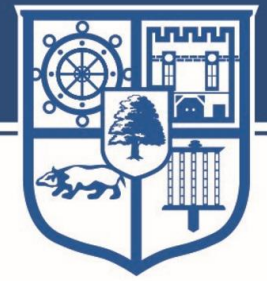
At The John Warner School we are proud to belong to a school that has provided a first-rate education to young people in Hoddesdon since John Warner built a school for children of all classes and religious beliefs in 1841. Our school today is founded on the basis of excellent teaching and the encouragement of hard work. We are passionate about creating the best learning opportunities for our students, the best professional development for our staff and the best engagement with our community.

This is an exciting period in the school's history where we are undertaking a number of school improvement initiatives. Over the coming years we will build a school where:

- Students make exceptional progress;
- Students access an exciting, challenging and relevant curriculum;
- Students are supported by a caring, committed and capable pastoral system;
- The well-being of all members of the school community is given priority;
- We have truly great teaching, learning and assessment;
- Staff enhance their practice through a personalised, relevant and ongoing training programme;
- We enjoy an engaging, vibrant and pleasant learning environment;
- We make meaningful connections with our local community
- We have a popular, high-performing and well-resourced Sixth Form;
- We use intelligent, responsible and focused leadership and management systems.

We are proud to belong to a school where we value:

- **Aspiration.** We aim high in all we do, prepare to succeed in school and in life and aim to create memories and futures together.
- **Creativity.** We believe that we are creative, love learning and thinking deeply and acknowledge the importance of education for education's sake.
- **Participation.** We learn from each other to make a positive impact on our school, family and world, broaden our skills beyond the classroom and promote community links through charitable works.



- **Respect.** We create a mutually respectful atmosphere, we respect ourselves, others and our surroundings and we form positive relationships in an environment that is free from prejudice, bullying and harassment.
- **Endeavour.** We believe hard work leads to success, strive to achieve our targets, goals and ambitions and develop resilience to thrive in an ever-changing world.

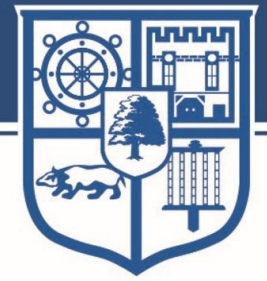
The school benefits from a superior environment for learning. In addition to our state-of-the-art sports centre, which is one of the largest attached to any school in the country, we have benefited from £18 million worth of development which means that students now benefit from having some of the best learning resources and accommodation in the country. This means that students who attend our school benefit from a superb indoor environment as well as a landscaped external environment that provides them with opportunities for relaxation, sport and socialising. Most recently the school has opened new centres for humanities, modern foreign languages, art, technology, mathematics, English as well as a new library. Together these facilities mean we are able to offer a modern and integrated campus to support the work of the staff and learning of the students.

In 2016, The John Warner School joined with The Cranbourne Primary School and Roselands Primary School to form The Hoddesdon School Trust. Together we are committed to excellence in all that we do and we offer unparalleled opportunities and experiences to all of our pupils and staff. We focus on high expectations, enthusiasm and aspiration within a culture of tolerance, respect and care. Across the trust we provide a platform for life opportunities in education, recreation and leisure; broadening horizons to create memories and futures together.

Thank you for considering The John Warner School.

Jeremy Scott
Headteacher





Faculty of Modern Foreign Languages

The MFL Faculty at the John Warner School is about to embark upon a new and exciting journey, and the successful candidate will play a pivotal role in helping the team continue in their quest to make language learning at the school enjoyable and accessible for all students.

The Faculty consists of six full time members of staff who each teach at least two languages to A Level. From September 2019 we will offer French, German and Spanish to A Level as well as offering Italian and Mandarin



as subsidiary subjects. Each subject is led by a specific Subject Leader who manages the day to day running of their subject under the guidance of the Head of Faculty. Lessons are taught in a purpose built block where each teacher has their own modern teaching room equipped with an interactive whiteboard and a PC. The Faculty also has sole access to over 20 mini iPads.

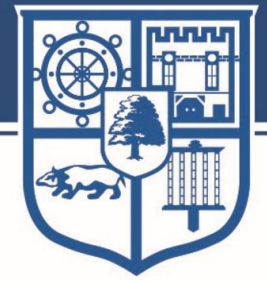
The Faculty has forged strong links with Ravensburg University and the Maria

Warde Schule in Mainz. We also run an annual day trip to France and a week -long residential visit to Chateau Beaumont in Normandy. This year we will run the School's first trip to China and next year we plan to take our students to Spain to put their language learning into practice.



I am very proud of my Faculty and the advances we have made in delivering languages across the three key stages at the John Warner School and I hope that you will join my team and I as we continue our journey.

Helen Hill: Head of the Faculty of Modern Foreign Languages



Job Details

Subject Leader for German

We are seeking to appoint an enthusiastic and inspiring Subject Leader for German to work within the Faculty of Modern Foreign Languages. The successful candidate will provide the necessary leadership to move the subject forwards in the next stage of its development.

Start date: September 2019

Post: Full-time, permanent position

Salary: TLR2a and MPS/UPS dependent on experience and qualifications

Closing date for applications: 15th March 2019

Interviews: Week commencing 18th March 2019

Applications: A letter of application to the Headteacher with reference to the person specification and a completed application form should be submitted by post or email to Mrs Maria Georgiou, PA to the Headteacher (mag@johnwarner.herts.sch.uk)

School visits: Visits to the school can be arranged prior to making an application. Please contact Mrs Maria Georgiou, PA to the Headteacher (mag@johnwarner.herts.sch.uk) to arrange a visit.

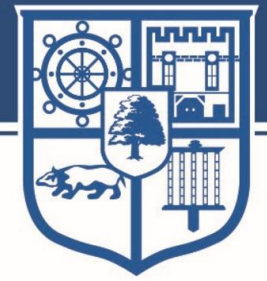


The school is committed to safeguarding and promoting the welfare of young people and expect staff to share this commitment. Applicants must be willing to undergo an Enhanced DBS disclosure and approved references will be required for the post.



Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good honours degree in a related subject • Qualified Teacher Status (QTS) • PGCE or equivalent • Professional development relevant to the role 	<ul style="list-style-type: none"> • Post-graduate qualification/s relevant to the role
Knowledge and experience	<ul style="list-style-type: none"> • Enthusiasm and a passion for teaching • Knowledge of teaching the subject at key stages 3, 4 and 5 • Experience of preparing students for examinations • Excellent classroom practitioner who sets appropriate challenge • Experience of successfully implementing strategies for raising achievement • Experience of teaching the subject across all key stages • Experience of working with others to develop teaching • Understanding and experience of using effective assessment techniques including the setting of appropriate targets and providing feedback to pupils 	<ul style="list-style-type: none"> • Evidence of research carried out to inform practice • Ability to teach second subject
Skills and attributes	<ul style="list-style-type: none"> • Strong communication skills, both written and oral • Organisational skills • ICT skills as applicable to role • Effective time management • Ability to develop positive relationships with staff, students, parents and the wider community • Reflective practitioner 	<ul style="list-style-type: none"> • Commitment to extra-curricular aspects of the school community
Personal qualities	<ul style="list-style-type: none"> • Committed to safeguarding • Collaborative • Ambitious • Enthusiastic • Positive attitude and mindset • Creative • Good sense of humour • Ability to work under pressure 	



Job Description

Subject Leader

Core purpose

- Raise standards of student attainment and achievement within the whole curriculum area and monitor and support student progress;
- Be accountable for student progress and development within the subject area;
- Develop and enhance the teaching practice of others;
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the school's aims and curricular policies;
- Be accountable for leading, managing and developing the subject/curriculum area;
- Manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Main Responsibilities

TEACHING

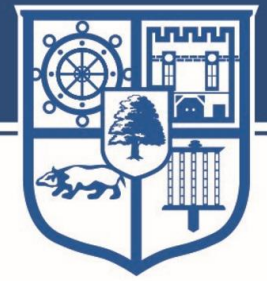
- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

STRATEGIC/OPERATIONAL PLANNING

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- Be responsible for the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- Monitor actively and follow up student progress;
- Implement school policies and procedures, e.g. equal opportunities, health and safety etc;
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school;
- Be aware of the school's SEND policy and take responsibility for delivering its day to day provision within the department;
- Be responsible for accessing all information related to students with SEND via the SEND register and meetings with the SEND teacher. Ensure that all staff are up to date and meet the needs of students with SEND;
- Lead and manage the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, QIP (Quality Improvement Plan) and the aims and objectives of the school.

CURRICULUM PROVISION

- Liaise with the Head of Faculty to ensure the provision (amending or designing as necessary) of a broad curriculum that meets the aims of the school and the needs of all students;



- Ensure that innovative and appropriate approaches to learning are made available to students with specific learning needs, including the more-able;
- Work with other subject leaders to agree schemes of work so that the content of courses is complementary;
- Ensure that all statutory requirements of the National Curriculum are met.

CURRICULUM DEVELOPMENT

- Lead curriculum development for the subject area;
- Evaluate regional, national and international initiatives to promote learning and incorporate appropriate elements into the school's strategy for the subject area;
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- Liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies;
- Evaluate the design and delivery of the curriculum; continuously striving to improve all aspects whilst ensuring proper 'value for money' is obtained.

STAFFING

- Work with the Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Continue own professional development as agreed with line manager;
- Be responsible for the efficient and effective deployment of any technicians/support staff;
- Undertake Performance Management Review(s) and to act as reviewer for a group of staff within the subject area;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject area;
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures;
- Promote teamwork and motivate staff to ensure effective working relations;
- Participate in the school's ITT programme;
- Be responsible for the day-to-day management of staff within the subject area and act as a positive role model.

QUALITY ASSURANCE

- Ensure the effective operation of quality control systems;
- Establish the process of the setting of targets within the subject area and to work towards their achievement;
- Establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles;
- Contribute to the school procedures for lesson observation;
- Implement school quality procedures and ensure adherence to those within the subject area;
- Monitor and evaluate the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria;
- Seek/implement modification and improvement where required;
- Ensure that the subject area's quality procedures meet the requirements of self-evaluation.



MANAGEMENT INFORMATION

- Ensure the maintenance of accurate and up-to-date information concerning the subject on the management information system;
- Make use of analysis and evaluate performance data provided;
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken;
- Produce reports within the quality assurance cycle for the subject area;
- Produce reports on examination performance, including the use of value-added data;
- In conjunction with Head of Faculty, manage the department's collection of data;
- Provide the Governing Body with relevant information relating to the performance and development of the subject area.

COMMUNICATIONS AND LIAISON

- Ensure that all members of the subject area are familiar with its aims and objectives;
- Ensure effective communication/consultation as appropriate with the parents of students;
- Liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies;
- Represent the subject area's views and interests;
- Contribute to the planning and delivery of school liaison activities;
- Lead the development of effective subject links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community;
- Promote actively the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

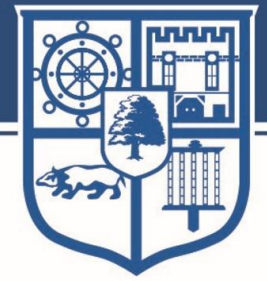
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records;
- Work with the Head of Faculty in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.

PASTORAL SYSTEM

- Monitor and support the overall progress and development of students within the subject area;
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- Act as a Form Tutor and to carry out the duties associated with that role;
- Contribute to PSHCE, citizenship and enterprise according to school policy;
- Ensure the behaviour management system is implemented in the subject area so that effective learning can take place.

SCHOOL ETHOS

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example;
- Uphold and promote the school's values;



- Promote actively the school's corporate policies;

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.