



French and Spanish Assistant Information Pack





French and Spanish Assistant Information Pack

September 2021

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Linton Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.

LINTON VILLAGE COLLEGE, Cambridge Road, Linton, Cambridge, CB21 4JB

A comprehensive 11 – 16 Academy of 850 students

Principal: Helena Marsh, MEd



French and Spanish assistant (20 hours/week)

Points 3-4 (£18,812-£19183 pro rata)

September 2021

We are looking for an enthusiastic, creative and lively French and Spanish speaker to work 20 hours per week. You would be working with small groups of students between the ages of 12 and 16, helping them with their spoken and written French or Spanish and assisting with small administration tasks in the MFL department. We will consider both full and part-time applications.

We would welcome applicants with one of these languages for 10 hours/week. Hours dependent on timetable.

This is an opportunity to join an experienced MFL team in a supportive school environment and to make a significant contribution to departmental developments.

The MFL Department at Linton Village College has a national profile for its pedagogy and cutting-edge practice. The team is comprised of energetic, supportive, friendly and creative practitioners who are committed to delivering engaging lessons and high attainment in MFL. In 2019, 86% of year 11 students at Linton Village College achieved 4+ in GCSE French, 75% achieved 5+, whilst 66% of year 11 students achieved 4+ in Spanish and 52% achieved 5+. Whilst these figures exceed the national averages especially in French, we are continually striving to raise achievement further, particularly in Spanish, with particular focus on our higher prior attainers and disadvantaged students.

We welcome applications from talented and ambitious professionals who wish to join an excellent school. They must be positive, collaborative individuals who will contribute to high standards and a culture of excellence and innovation. Ideally, the successful applicant will be able to teach both French and Spanish.

Linton Village College is a high-achieving comprehensive 11-16 school at the heart of its local community. Ensuring a high-quality education for all of our students on a daily basis is our core priority. This is underpinned by a culture in which strong relationships, effective pastoral care and personal development opportunities are of paramount importance. We are committed to offering enriching learning experiences and we strive for educational excellence. We have very high expectations and provide a nurturing, friendly and supportive environment in which everyone can thrive and achieve.

Linton Village College support colleagues' professional learning in national programmes as well as through a broad in-school and Trust-wide training offer. We also enjoy strong links with primary partner schools, sixth form colleges and the Faculty of Education at the University of Cambridge. Our membership of Anglian Learning provides further opportunities for career development and collaboration.

To find out more about this vacancy, please download an application form and information pack from our website at www.lvc.org. We welcome contact from interested candidates to discuss the role. Please contact humanresources@lvc.org to make an appointment. Applications must be submitted on the College's application form; CVs will not be accepted. Requests for flexibility in working arrangements/patterns will be considered. Closing date for receipt of applications is **12 noon on Monday 20th September, 2021**.

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Dear Applicant,



French and Spanish Assistant vacancy

Thank you very much for your interest in this position at Linton Village College. I hope that the information enclosed will encourage you to apply to join our dedicated team of staff.

I appreciate that the current Covid-19 context adds additional challenges to the prospect of applying for a new teaching role. A number of colleagues were recruited during the last lockdown period and have settled in brilliantly. You can find information about the measures that we are taking to keep all members of the College community as safe as possible in the letters page on the College website.

I hope that this information pack and other available information, helps you to appreciate what makes Linton Village College a special place to work and learn, even though you are not able to visit us in person at this time.

College ethos

We are a relatively small 11-16 comprehensive secondary academy with around 850 students on roll. Our culture is characterised by an inclusive and caring ethos. At Linton Village College everyone is a learner and every learner matters. Opened in 1937 as the second of Cambridgeshire's Village Colleges, the school is still true to Henry Morris' founding vision for cradle to grave learning. We operate a community sports centre and adult education provision in addition to community clubs.

Location and facilities

Linton Village College is situated on the outskirts of Cambridge. Our students come from a large number of primary schools in South Cambridgeshire and bordering Essex and Suffolk villages, plus the town of Haverhill. There are excellent transport links and we have an expansive campus with lots of green spaces and some fabulous facilities including a beautiful library, science labs, dance studio and excellent sports amenities. Our staff and students also benefit from links with the Granta Special School that is co-situated on our site.

School culture

Having been a pilot school for the Relational Schools research project, we prize the importance of developing strong relationships between all members of the College community. As a close-knit staff, there is collaboration and support across departments. We are people-centred and committed to having reasonable workload expectations of our staff (as showcased by the DfE) and access to high quality professional development. The six Linton Learner attributes are the qualities that we recognise, develop and promote in our students: curiosity, reflection, ambition, care, independence and responsibility. We have a strong safeguarding culture at the College.

Student profile

As Linton Village College has grown, its student demographic has diversified. Our cohort varies year on year but is typically above national average with a significant proportion of higher-attaining students. Our intake is very comprehensive and in recent years we have attracted more students with acute SEND. Some have benefited from bespoke provision with the Granta Special School while others have needed more in-house modification to meet their needs. The proportion of students eligible for the Pupil Premium is lower than the national average (around 11%). We have relatively few EAL students.

Pastoral care

The care and support on offer to students is a strength at Linton Village College. Each student is a member of a horizontal tutor group within a vertical House. The form tutor plays an integral role in offering pastoral care and supporting educational success. A Support Hub houses the four Heads of House and a range of other colleagues with specific pastoral expertise including an inclusion and safeguarding team, caseworkers and a counsellor. This team works in partnership with the SEND team in our Learning Hub.

Academic success

The College has maintained above-average levels of attainment and progress over a number of years with Progress 8 results of around/above +0.3 since the introduction of this measure. We are consistently within the top 25% of all schools nationally. In 2019, all students achieved positive value added, including vulnerable groups, with exceptional outcomes achieved in Science and Art. We are keen to sustain this success and strive for even stronger outcomes and to close achievement gaps, particularly in Maths, for SEND students and low/middle prior attaining boys which are areas of relative underperformance.

Enriching education

We value the importance of a holistic education. Students at Linton Village College benefit from a wealth of enrichment activities including trips and visits to support the curriculum (particularly in STEM subjects and careers education) in addition to a thriving extra-curricular programme. A 5-day enrichment week in the summer term enables all students to engage in cultural opportunities beyond the classroom – the ambition is for every Year 9 student to experience a residential excursion. There are plentiful lunchtime and after school clubs on offer and, as an Artsmark Platinum school, we are proud of our exceptional provision in the Arts.

Professional networks

Our staff body benefits from accessing training through Anglian Gateway Teaching School and through membership of the SSAT network and Whole Education. We also have close links with the University of Cambridge and other teacher training providers as well as our local primary schools. We joined Anglian Learning Trust on 1st April 2020. Membership of this local, community-focused and like-minded group of schools affords us lots of opportunities for professional development and school improvement.

College improvement priorities

Our College improvement plan centres on the importance of achieving consistency in the quality of educational provision:

- achieving an ambitious curriculum experience for all students in all subjects;
- embedding consistent and effective behaviour for learning across the school;
- ensuring that SEND teaching and provision enables all students to be successful.

It is my sixth year as Principal and it is a privilege to lead the College. However, there is much to be done to ensure that Linton Village College continues to be a vibrant, high-performing and successful school that meets the needs of all of its learners. I hope that you feel inspired to join us and play an integral role in the College's improvements.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Marsh'.

Helena Marsh

Principal

The MFL Department

Philosophy and Ethos

At Linton Village College, we see studying Modern Foreign Language as an integral part of our students' education. We want our students to leave school with a world of languages in the palm of their hands enriching their understanding of the cultural richness of our society and the world in which we live and work. We strongly believe that learning languages contributes to a mutual understanding, a sense of global citizenship and personal fulfilment.

The ability to understand and communicate in another language is a lifelong skill for education, employment and leisure in our country and throughout the world. Having such competencies will unlock our students' technological, enterprise and vocational abilities which enhance the future employability of our students.

Our main priority in MFL is to continually improve standards through an engaging and challenging curriculum which values the strengths of all in order to develop our young people into global citizens, ready for the 21st century.

MFL teachers at Linton Village College work very closely as a team and plan to an incredibly high standard. All resources, home learning and assessments are shared centrally in order for students to receive a consistent learning experience and to support staff in managing their workload. We have regular meetings to plan, discuss, create and update our curriculum.

Our Team

The MFL team at Linton Village College comprises of energetic, supportive, friendly and creative practitioners who are committed to delivering engaging lessons and sustained development in Languages. The team currently has five full time members of staff, two of whom have wider responsibilities in the school. In addition to this, we are fortunate to work with both a Spanish and a French Language Assistant in lessons. The department is based in four dedicated MFL classrooms. Wireless networking is used through the school site and staff are issued with laptops.

There is a strong commitment to the professional development of all staff within the Department, with a highly personalised training plan for each teacher through CPD and the appraisal process. We are also highly committed to Initial Teacher Training and every year support ITT students from the Faculty of Education, Cambridge, who train with us, as well as those on the SCITT route. The department has a national reputation in innovation in MFL teaching and have contributed to national conferences and regional hubs. In addition to this, we work very closely with other secondary schools within the Trust and our feeder primary schools. These collaborations contribute significantly to our department ethos and ongoing curriculum development. We also have a great tradition of developing the careers of NQTs and there are always career opportunities either within LVC or more broadly throughout Anglian Learning.

The Curriculum

Our aim is to foster a love of learning within all our students and to enable each to achieve the very best they can in languages. We have a really positive mind-set and strongly believe that all pupils can enjoy and thrive in Languages.

All students choose to study either French or Spanish in Year 7 and they continue studying this language until at least Year 9. We have a strong up take at GCSE and currently have three classes for each language in Year 10 and Year 11.

The department is well-equipped and is committed to keeping pace with new and emerging technologies in order to enhance the experience the students receive. The department works

together to produce detailed schemes of work which are revised and updated annually with up to date creative and cultural input.

Extra-Curricular Activities

We currently offer two study visits, one to France and one to Spain, in year 10. We are also exploring opportunities to offer trips at KS3. These study visits have been extremely popular amongst our students.

The successful candidate will have the opportunity to take a lead in many of these activities which enrich our students' experience as language learners. The MFL team strongly believe in using language in real life situations, therefore, we offer a range of opportunities to take students abroad each year and all members of the team are invited to contribute towards these experiences.

The Role of the Form Tutor

The successful candidate may be required to share the role of form tutor.

The tutor serves as the first point of contact between the College and home and has an important pastoral responsibility in supporting students to maintain high standards of behaviour and academic achievement. Form tutors are expected to ensure an ordered and organised start to the College day.

Tutor time involves the sharing of key messages and expectations, as well providing care and oversight of individuals and their welfare and progress. It's important that effective professional relationships are fostered through a high-quality tutoring experience. Key strands of the PSHE/RSE curriculum are also delivered through tutor time.



Job Description: **French and Spanish Assistant**

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Site Linton Village College

Grade Points 3-4

Responsible to Head of MFL

Overview

Purpose	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To monitor and support the overall progress and development of students. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to	Head of Faculty
Liaising with	Principal, Deputies, Assistants, teaching/support staff, external agencies and parents/carers
Working time	195 days per year, part-time as per contract
Salary/Grade	As per support staff pay scales
Disclosure level	Enhanced

MAIN DUTIES	
Operational/strategic planning	To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work. To contribute to the curriculum area and department's development plan and its implementation. To plan and prepare lessons/activities for small groups of students.
Curriculum provision	To assist the Head of Faculty and MFL team to ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives.
Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development, where appropriate.
Staff development	To continue personal development in the relevant areas including subject knowledge and teaching methods.
Recruitment/ deployment of staff	To engage actively in the appraisal process. To ensure the effective/efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the College.

Quality assurance	<p>To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy.</p> <p>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures.</p> <p>To seek/implement modification and improvement where required.</p> <p>To review from time to time methods of teaching and programmes of work.</p> <p>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.</p>
Management information	<p>To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers etc.</p> <p>To complete the relevant documentation/online records to assist in the tracking of students.</p> <p>To track student progress and use information to inform teaching and learning.</p> <p>To ensure the security and confidentiality of all such information.</p>
Communications	<p>To communicate effectively with the parents/carers of students as appropriate.</p> <p>Where appropriate, to communicate and co-operate with persons or bodies outside the College.</p> <p>To follow agreed policies for communications in the College.</p>
Marketing and liaison	<p>To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools.</p> <p>To contribute to the development of effective subject links with external agencies.</p>
Management of resources	<p>To contribute to the process of the ordering and allocation of equipment and materials.</p> <p>To assist the Head of Faculty to identify resource needs and to contribute to the efficient / effective use of physical resources.</p> <p>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, Department and the students.</p>
Pastoral care	<p>To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom.</p> <p>To promote the general progress and well-being of individual students and class groups as a whole.</p> <p>To treat all students with respect.</p>
Teaching	<p>To undertake a designated programme of teaching.</p> <p>To ensure a high-quality learning experience for students which meets internal and external quality standards.</p> <p>To teach students according to their educational needs, including the setting and marking of work carried out by the students in school and elsewhere.</p> <p>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</p> <p>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</p> <p>To ensure that literacy, numeracy and school subject specialisms are reflected in the teaching / learning experience of students.</p>

	<p>To ensure that students have the opportunity to further their experience of IT within the subject area and to assess their competence and progress with this skill set.</p> <p>To prepare and update subject materials.</p> <p>To use a variety of delivery methods which stimulate learning appropriate to student needs and demands of the syllabus.</p> <p>To maintain discipline in accordance with the College's procedures, and to encourage good practice with regards to punctuality, behaviour, standards of work and homework.</p> <p>To undertake assessment of students as requested by external examination bodies, departmental and College procedures.</p> <p>To mark, grade and give written /verbal and diagnostic feedback as required.</p> <p>To contribute to the development, promotion and active use of the College's learning platform.</p>
Other specific duties	<p>To contribute to good order across the College by responding proactively where there is a cause for concern.</p> <p>To play a full part in the life of the school community.</p> <p>To support its aims and values and to encourage staff and students to follow this example.</p> <p>To promote actively the College's policies.</p> <p>To attend staff briefings and staff meetings.</p> <p>To continue personal development as agreed.</p> <p>To comply with the College's Health and Safety Policy and undertake risk assessments as appropriate.</p> <p>To undertake any other duties as specified in the STP&CD not mentioned in the above.</p>

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or line manager to ensure efficient and effective operation of the College.

Person Specification: **French and Spanish Assistant**



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential/ Desirable	Application/ Interview/ Reference
Good honours degree in a relevant MFL subject	D	A
PGCE or recognised teaching qualification	D	A
GCSE grade C or higher in Maths and English	E	A

Experience	Essential/ Desirable	Application/ Interview/ Reference
Recent experience of teaching French and/or Spanish to at least GCSE or equivalent level	D	A/I/R
Experience of teaching other subjects	D	A/I/R
Experience of involvement in extra-curricular activities	D	A/I/R
Evidence of the successful use of ICT within teaching and learning	E	I
Evidence of ability to develop positive and effective relationships with students, staff, governors, parents/carers and other stakeholders	E	I/R

Professional Qualities	Essential/ Desirable	Application/ Interview/ Reference
An excellent communicator who is able to work effectively with students, parents, colleagues and outside agencies	E	A/I/R
Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate students	E	A/I/R
Ability to establish productive working relationships and work well in a team	E	A/I/R
Has excellent subject knowledge and is aware of best practice in teaching French or Spanish, including effective use of AfL and enquiry learning	E	A/I/R
Commitment to the promotion of equal opportunities for all	E	I

Professional Qualities	Essential/ Desirable	Application/ Interview/ Reference
Evidence of a commitment to the safeguarding of all young people	E	A/I/R
An awareness of new technologies, their use and impact	D	I
Personal Qualities	Essential/ Desirable	Application/ Interview/ Reference
Enthusiasm, energy and personal dynamism	E	A/I/R
Approachable, friendly and patient	E	I/R
Good humour and an ability to maintain perspective	D	I/R
Able to prioritise and meet deadlines	E	A/I/R
A liking and respect for young people	E	I/R
Appropriate professional relationship with colleagues, parents and children	E	I/R
High level of integrity, honesty and fairness	E	I/R
Demonstrate personal enthusiasm for the learning process	E	I

Teaching & Learning	Essential/ Desirable	Application/ Interview/ Reference
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent student outcomes	E	I/R
Excellent use of enquiry-based strategies in teaching and learning within the classroom	E	I
A personal commitment to the continuing development of teaching skills in order to have a positive impact on student outcomes	E	A/I

Application instructions/information



Recruitment incentives

- All members of teaching staff are given a school laptop.
- Free membership of the College's Fitness Suite.
- Childcare voucher benefits scheme.
- Cycle to work scheme.
- Access to free parking on site.

How to apply

1. Complete the application form. This is available to download from our website at <http://www.lvc.org/pages/Vacancies.php>. CVs will not be accepted.
2. Write a letter of application to the Principal, Helena Marsh, of no more than two sides of A4. Please refer to the person specification and job description and explain how your knowledge, skills, values and attributes make you well-suited to this role at Linton Village College.
3. Send your completed application form and letter to Ann Badcock, HR Officer, no later than **12 noon on Monday 20th September 2021** to humanresources@lvc.org. Please include the vacancy job title in the subject line and attach your application form and letter. Please do not send hyperlinks or other file formats.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [Vacancies](#) page.
6. If you have any queries about the application process please contact Ann Badcock, HR Officer, at humanresources@lvc.org.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Linton Village College is a member of the [Anglian Learning](#) multi academy trust and [Anglian Gateway Teaching School](#).

Accompanying documentation

The College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email.

Full details of the documents required will be sent with your invitation to interview.

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The College welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.