

# Teacher of MFL (French and/or Spanish) Job Pack



# **CRAMLINGTON** LEARNING VILLAGE



*Where everyone plays a part in the future of our students*





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**Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.**

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# WELCOME

## A MESSAGE FROM OUR CO-HEADTEACHERS

**Welcome to Cramlington Learning Village** and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

**Mr. Jon Bird and Ms. Kim Irving**





# WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



**“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”**

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).





# NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via [recruitment@cramlingtonlv.co.uk](mailto:recruitment@cramlingtonlv.co.uk)



**Highburn, Cramlington, Northumberland, NE23 6BN**

**Tel: (01670) 712311**

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving

11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

**Post Title: Teacher of Modern Foreign Languages (French and/or Spanish)**  
**Salary: MPS1 - UPS3**  
**Contract: Full time, fixed term contract to 31 August 2026 (maternity cover)**

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Required for September 2025 we require an outstanding teacher of French and/or Spanish to join a strong Modern Foreign Languages Department. The successful applicant will join an experienced department with an excellent track record at GCSE and 'A' Level.

Cramlington Learning Village is an exciting place to work and offers excellent ICT provision and staff development opportunities. You will need to be interested in teaching across the full 11-18 age range.

If you wish to try out your own ideas and exciting new methods of teaching in a supportive learning community we would like to hear from you. All new teachers will receive an induction programme and ongoing support in a school noted for its friendly staff and motivated students. Join us and make a difference.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at [www.cramlingtonlv.co.uk](http://www.cramlingtonlv.co.uk) or by contacting [recruitment@cramlingtonlv.co.uk](mailto:recruitment@cramlingtonlv.co.uk) to whom completed application forms should be sent to arrive no later than midday on **Monday 16 June 2025**.

## Job Description

Job Title:	Teacher of Modern Foreign Languages
Reporting To:	Head of Department
Contract Type:	Full time, fixed term until 31/8/2026
Clients/ Liaison with:	Head/Deputies, teaching/support staff, LEA Representatives, external agencies and parents

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### 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 as a teacher/Learning Guide.
- 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 school's responsibility to provide and monitor opportunities for personal and academic growth.

### Main Duties and Responsibilities

#### Operational/Strategic Planning

- To contribute to the department and department's development plan and its implementation.

#### Curriculum Development

- To assist in the process of curriculum development and lesson planning.
- To be involved in the development of literacy across the school.

#### Staffing

##### (Staff Development, Recruitment/Deployment of Staff)

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review 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 school.

#### Monitoring and Evaluation

- To help to implement school monitoring and evaluation procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures e.g. Learning Walks.
- To review methods of teaching and schemes of work.



**Information Management**

- To maintain appropriate records and to provide relevant accurate and up to date information for school review process.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

**Communications**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

**Marketing and Liaison**

- To take part in marketing and liaison activities such as Parents Evenings, tutor interview days and liaison events with feeder schools.
- To contribute to the development of effective subject links with external agencies.

**Management of Resources**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.

**Pastoral System**

- To be a Learning Guide to an assigned group of students.
- To promote the general progress and well being of individual students and of the Home Group as a whole.
- To liaise with a Learning Manager to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up to date student records as may be required.
- To contribute to the preparation of Individual Learning Plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy.
- To apply the behaviour management policy so that effective learning can take place.

**Teaching**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required.
- To use the Cramlington Learning Cycle.

#### **Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.
- To carry out his/her duties with full regard to the school's Child Protection, Equality and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To safeguard and promote the welfare of all children and young people at Cramlington Learning Village and adhered to all safeguarding policies and procedures.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a proactive approach to health and safety matters to protect both yourself and others.
- To comply with all school policies.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

	Essential	Desirable
<b>Knowledge &amp; Qualifications</b>  Assessed By: A,L,I,R	<ul style="list-style-type: none"> <li>• Degree in MFL</li> <li>• PGCE or equivalent in MFL</li> <li>• Competence in the use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Recent relevant CPD</li> <li>• Further specialist qualifications</li> </ul>
<b>Experience</b>  Assessed By: A,L,I,R	<ul style="list-style-type: none"> <li>• Recent successful teaching of French and / or Spanish with a willingness to teach across the age range</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching to A level</li> </ul>
<b>Skills &amp; Competencies</b>  Assessed By: A,L,I,R,O	<ul style="list-style-type: none"> <li>• Ability and willingness to teach MFL across the age range</li> <li>• A good knowledge of the National Curriculum in MFL</li> <li>• A knowledge and understanding of recent MFL pedagogy</li> <li>• An excellent communicator</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the teaching of phonics at KS3</li> <li>• Some knowledge of the current GCSE exam in MFL</li> </ul>
<b>Disposition</b>  Assessed By: A,L,I,R,O	<ul style="list-style-type: none"> <li>• High expectations of oneself and of students</li> <li>• A commitment to and interest in the well being, support and achievement of students</li> <li>• A passion for languages</li> <li>• A sense of excitement about teaching and working with young people</li> <li>• Energy and enthusiasm</li> <li>• A belief in teamwork and co-operation with adults and students</li> <li>• A willingness to challenge oneself to seek continuous improvement</li> <li>• Self awareness</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in further professional development</li> </ul>
<b>Other</b> Assessed By: A,R,I	<ul style="list-style-type: none"> <li>• The potential to offer something extra to the school and its students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of running after-school activities</li> </ul>







HIGHBURN NORTHUMBERLAND NE23 6BN TEL: 01670 712311 FAX: 01670 730598  
E: [ENQUIRIES@CRAMLINGTONLV.CO.UK](mailto:ENQUIRIES@CRAMLINGTONLV.CO.UK) W: [WWW.CRAMLINGTONLV.CO.UK](http://WWW.CRAMLINGTONLV.CO.UK)