



# Clitheroe Royal Grammar School

Founded in 1554

**Head of Learning  
Modern Foreign Languages**

**Ideally, a German Specialist**

**MPR/UPR + TLR 1.2**

We wish to appoint an enthusiastic, dynamic and well-qualified Head of Modern Foreign Languages to join our outstanding school from September 2025 to lead the MFL team at all Key Stages. Whilst we are ideally looking for a colleague with an ability to teach German we welcome applications from specialists in other languages. The willingness and ability to offer Latin at Key Stage 3/4 would also be beneficial. This is a fantastic opportunity to shape the future of our thriving MFL department and join our dedicated team of staff. We welcome applicants who are keen to work with high achieving and motivated students.

The school is proud of its consistently high level of achievement in examinations at GCSE and A Level and the successful candidate will be committed to maintaining these high standards. As a teacher in our school, you will be supported by our experienced staff and be part of an innovative learning community.

Clitheroe Royal Grammar School is a mixed selective 11-18 Academy School with 1472 on roll (including 662 in the Sixth Form). Clitheroe is an attractive town with many facilities and resources, approximately one hour's travel from Manchester and Leeds and within 30 minutes of the West Coast Mainline in Preston. There is a direct rail link to Manchester. The school is a centre of excellence and one of the highest achieving schools in the country. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at [www.crgs.org.uk](http://www.crgs.org.uk).

Closing date: Friday 25th April 2025 (12 noon).

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.



# Clitheroe Royal Grammar School

Founded in 1554

Ref: JMK/ELD

March 2025

Dear Colleague

Thank you for your interest in the post of Head of Learning MFL at this school. Within this pack you will find the Job Description and Person Specification. There are separate links on our website to our Sixth Form Guide, safeguarding documents and the school's ICT Policy. The successful candidate will take up the post from September 2025.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to apply via [www.tes.com](http://www.tes.com). Please complete the TES online application form which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at [www.crgs.org.uk](http://www.crgs.org.uk).

If you submit an application and have not heard from us within 6 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

Closing date: Friday 25th April 2025 (12 noon).

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If you have any queries, or would like to discuss this opportunity, then do not hesitate to contact me. We look forward to hearing from you.

Yours sincerely

James Keulemans  
Headteacher

## **Head of Learning Modern Foreign Languages**

### **MPR/UPR + TLR 1.2**

Clitheroe Royal Grammar School is an oversubscribed, mixed, selective, split-site school. Our intake in Year 7 has recently increased to 180 and we now have 810 students in the Main School. Our Sixth Form numbers are high (662 students). Most Clitheroe Royal Grammar School Main School students choose to continue to study in our Sixth Form and we attract approximately 200 new students each year from over 40 feeder schools and colleges.

The school is a centre of excellence and one of the highest achieving schools in the country. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

We have a strong commitment to Continuing Professional Development (CPD) for all staff, enabling them to be reflective practitioners who enjoy exploring different approaches to learning and teaching, sharing practice and learning from each other.

We wish to appoint an outstanding Head of Learning of MFL. The successful candidate will be an inspirational, well-qualified and enthusiastic specialist who has high expectations for all students and is able to inspire in them an enthusiasm for learning.

#### **The successful candidate will have:**

- ✓ a passion for teaching Modern Foreign Languages
- ✓ the energy and ability to provide stimulating and inspirational lessons
- ✓ a desire to share experiences and good practice with colleagues
- ✓ the skills to incorporate new technologies into their teaching
- ✓ an interest in developing new approaches to the teaching of Modern Foreign Languages
- ✓ the ability and enthusiasm to teach A Level Modern Foreign Languages

#### **The MFL Department**

The Modern Foreign Languages Department comprises a team of 8 dynamic and highly committed specialist teachers, plus three Foreign Language Assistants. The core languages taught are German, French and Spanish.

The MFL Department is led by the Head of Learning who oversees all 3 languages but there is also a Second in Department who is a French specialist. Both work closely together to encourage and promote languages throughout the school, ensure a co-ordinated and collaborative approach to teaching and learning as well as utilising quality assurance processes to evaluate the next steps in the department's development.

The department, which enjoys high morale and enthusiasm, has developed into a very effective and experienced team with strong and supportive working relationships. The team encourage each other in the development of effective teaching and learning strategies and share their professional development.

#### **Curriculum Development**

Languages thrive at Clitheroe Royal Grammar School and students benefit from an ambitious and challenging curriculum. The successful candidate will be expected to participate in our extensive range of extra-curricular activities, workshops and educational visits abroad.

#### **Key Stage 3**

Year 7 students currently receive two 1-hour lessons per week of German and Spanish. Year 8 continues with the study of 2 hours of French and also one hour per week of German, Spanish and

Latin. At the end of Year 8 students choose two of the four languages to continue with into Year 9. At the end of Year 9 students are strongly encouraged to choose either one or both languages to continue with at GCSE. Most students continue the study of at least one language.

The programme of study in KS3 French, German and Spanish is based on our own resources. These resources are placed on the school network so that they can be shared with colleagues or used by students working independently. We have a strong culture of sharing resources. In French, resources are supplemented by Tricolore Total, in German with Stimmt and Logo and in Spanish, we are currently using the Mira course book.

#### **Key Stage 4**

At KS4 most students study at least one language and there is provision for students to choose 2 languages from German, French, Latin or Spanish. Languages are very popular options at GCSE Level.

All GCSE students follow the AQA syllabus and currently have the use of the Pearson ActiveLearn Stimmt!/Studio/Viva course books and resources as well as the Kerboodle AQA GCSE course books. These are also supplemented with our own materials and language websites such as The Language Gym, Linguascope, Quizlet and Gut, Zut and Oye. Many students achieve at the very highest levels. students will also have a lunch time session with the Foreign Language Assistant.

#### **Key Stage 5**

Take up of MFLs at KS5 is good and results are excellent. Students can choose from A Level German, French and Spanish. We follow the WJEC Eduqas courses in German and French and AQA in Spanish. Students also have a one hour per week session with the Foreign Language Assistant.

#### **Exam Results**

The MFL Department is proud of its consistently high level of achievement in public examinations. Results for all examinations are high, and the department enjoys a fine tradition of 'Oxbridge' success.

#### **MFL Facilities / Resources**

Languages are extremely well-resourced in terms of equipment, books and teaching materials. At the Main School site, the department is accommodated in a separate language block which consists of a teachers' workroom and a suite of 4 extremely well-equipped classrooms, all of which have an Interactive White Board with a projector and speakers. One room is a designated computer room fitted with 32 computers. At the Sixth Form site there are 2 designated MFL classrooms fitted with Interactive White Boards and projectors. Both classrooms house 12 laptops in a secure, rechargeable mobile unit.

#### **Extra-Curricular Opportunities**

There are many extra-curricular language opportunities for our students, including language and Quizlet clubs, as well as visits, foreign exchanges and work-experience abroad programmes to Germany, France and Spain. In KS3 students have the opportunity to visit Freiburg, Nice and Madrid. The school also has long established links with partner schools in Emsdetten, Perpignan and Málaga. Exchanges, which are mainly offered to KS4 students, are extremely popular and well supported. Students continuing with languages in Year 12 are also offered the opportunity to take part in our well established and popular exchanges.

#### **Child Protection**

Appointment to the post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **Clitheroe Royal Grammar School**

### **Job Description of the Head of Learning Modern Foreign Languages Post**

**Accountable to: Headteacher and Performance Management Team Leader**

**Line Management Accountability for: An agreed number of staff**

#### **Introduction**

All teachers are subject to the "School Teachers' Pay and Conditions Document". This job description should be read in conjunction with that document, threshold standards and the National Standards for subject leaders (TTA). Job descriptions are subject to annual review and specific responsibilities will change to take account of the school development plan and the professional development of staff.

All teachers promote the school ethos and health and safety and contribute to continuous school improvement.

#### **General Responsibilities**

The purpose of this post is to ensure the continued delivery of high-quality teaching and learning. The post holder is accountable for:

1. Leading, managing and developing the curriculum and pupil development in the subject area by:
  - providing strategic direction for the subject / area
  - managing and developing the curriculum
  - ensuring good curriculum and lesson planning
  - being responsible for implementing and evaluating a subject improvement plan
  - managing the resources and learning environment to promote high standards of teaching and learning
2. The impact of teaching on the educational progress other than the teacher's assigned classes or groups of pupils including:
  - monitoring, interpreting and acting upon data analysis to raise standards / performance
  - leading and managing an agreed approach to personalised learning to meet the specific needs of pupils including those with SEND.
  - liaising with colleagues within and beyond the school to maintain and improve pupil progress
  - ensuring high standards of assessment and reporting on pupils' progress to parents
3. Leading, developing and enhancing the teaching practice of other staff in the subject area by:
  - maintaining, developing and promoting threshold standards and school policies
  - acting as an excellent role model for colleagues to promote school values and ethos
  - coaching and mentoring staff in order to develop their pedagogical skills and knowledge
  - monitoring, observing and evaluating lessons and teaching and learning standards

- co-ordinating meetings to disseminate information and evaluate teaching and learning
4. Line management of an agreed number of people which means taking responsibility for the total performance of the staff allocated through activities including:
- agreeing challenging objectives
  - promoting development to reflect school, departmental and individual needs and aspirations
  - participating in recruitment, selection and appointment procedures
  - performance management for an agreed number of teachers
  - fostering excellent teaching and challenging under-performance

**Responsibilities include:**

- Applying school policy to fulfil its aims
- Contributing to development of school policy (e.g., the spiritual, moral, social and cultural development of pupils)
- Taking responsibility for quality of teaching and learning
- Supporting school ethos and policies
- Using data to evaluate the school's achievements of its aims
- Developing the strategic direction and development of subject areas
- Keeping up to date with curriculum and policy developments
- Determining the subject curriculum policy and timetable provision
- Promoting good teaching practice and pedagogy by contributing to continuing professional development
- Taking action to address under-performance of staff
- Managing resources, including the deployment of staff
- Monitoring the learning environment to promote learning
- Promoting high standards of behaviour
- Liaising with the other team and subject leaders to promote consistency and coherence throughout the school
- Liaising with external agencies as appropriate
- Representing team views, concerns and interests
- Ensuring that departmental practice is in all respects, consistent with the school's Health and Safety Policy as well as with any subject specific guidelines

- Co-ordinating the planning of all visits and fieldtrips, both day and residential, at all levels within the school

### **Specific responsibilities of the post**

Develop a collaborative approach within the department holding regular meetings and producing policies

Leadership, management and evaluation of the secondary curriculum provision

Report regularly / liaise with SLT / Governors

Contribute to initiatives and new developments (including extra-curricular developments)

To actively encourage the promotion of your subject throughout the school

Liaise with and support, where appropriate, Project Managers for ICT and Teaching and Learning

### **Other**

To undertake other reasonable responsibilities associated with this post

The responsibilities detailed above are subject to the provisions contained in the "School Teachers' Pay and Conditions Document".

This job description is not necessarily a comprehensive definition; it is designed to give a realistic view of the post and will be reviewed from time to time as appropriate. It may be subject to modification and amendment after consultation with the postholder.

## Clitheroe Royal Grammar School

### Head of Learning

### Person Specification

**Measured by:**            **Application – A**            **Interview – I**            **Reference – R**

#### **Essential (E) Desirable (D)**

	Measured By	Essential/Desirable
• QTS	A	E
• an appropriate teaching qualification	A	E
• good honours degree in a relevant subject	A	E
• the ability to teach German to A Level	A/I	D
• the ability to teach a second relevant language	A/I	D
• outstanding teacher who can lead by example	I	E
• successful teaching experience within the 11-18 range	A	D
• experience of using ICT and/or VLE-based learning	A/I/R	E
• clear vision of education and its purpose	A/I	E
• good knowledge of current educational issues	A/I	E
• well-grounded knowledge of current specification and attainment targets	A/I/R	E
• clarity of thought, ability to think through problems and produce solutions	A/I	E
• ability to work in a team and lead teams	A/I	E
• provide professional direction to the work of others	A/I/R	E
• inspire, challenge, motivate and empower others	I	E
• proactive approach to own professional development and evidence of recent and ongoing professional development	A/I	E
• excellent record of health, attendance and punctuality	A	E
• stamina and resilience	I	E
• excellent interpersonal and communication skills	I	E
• well organised, excellent time management skills	A/I	E
• drive, energy and commitment	I/R	E
• good knowledge and understanding of effective teaching and learning strategies	A/I	E
• evidence of leadership in collaborative and cross-curricular projects	A/I	D
• high standards and expectations of self and others	I	E
• maintain high professional standards at all times	R/I	E
• support the school ethos	R/I	E
• willingness to contribute to the wider life of the school and community	I	E
• experience of leading in-service training for staff	A	D
• familiarity with relevant legislation eg health and safety	A/I	E
• ability to analyse and interpret data to support student progress	A/I	E
• approachable and a good sense of humour	I	E
• awareness of safeguarding	A/I	E

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check.