



CANDIDATE APPLICATION PACK
HEAD OF DEPARTMENT – MFL - SPANISH

‘DOING THE RIGHT THING FOR
OUR PEOPLE THROUGH OUR VALUES OF
ASPIRATION, INTEGRITY AND RESPECT’

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“ The trust, members of the local governing body and the school have an appropriately ambitious vision for pupils' education at Newhouse Academy. OFSTED ”





DEAR PROSPECTIVE CANDIDATE,

Welcome to Newhouse Academy.

I'm honoured to be Headteacher at Newhouse Academy and proud to serve our students and community.

Now in our seventh year as a team, we hold ourselves to high standards through our Our People agenda, supporting student welfare and personal development while fostering a positive, aspirational culture. Our teaching staff are encouraged to deliver engaging, creative lessons that inspire.

We are part of Hollingworth Learning Trust who work to support our students, staff and community whilst respecting our unique character and context. We are driven by our values of aspiration, integrity, and respect, with a strong focus on ensuring all students reach their post-Year 11 goals.

In September 2024, we opened a brand-new building housing cutting-edge facilities for Science, Technology, Engineering Music, Performing Arts, PE, and SEND/SEMH teams, alongside a modern hall and dining space. The redevelopment has also provided beautiful outdoor areas for our school community.

We are building our relationship with the UTC movement, as we absolutely see the value in technical education.

We offer a full induction, pension scheme, wellbeing package (including Simply Health membership), free use of our new gym, and ample on-site parking.

With a dedicated team and a relentless focus on student success, we're always looking for talented individuals who can inspire and lead.

If that's you, please follow the application stages as detailed within the advert. We look forward to receiving your application.

recruitment@newhouseacademy.co.uk

Yours faithfully

Mr Alex Burnham
Headteacher

Head of Department – MFL – Spanish

PAY RANGE	MPS/UPS Plus a TLR 2C £8,611 (<i>teacher pay award pending</i>)
CONTRACT	Permanent
POST START DATE	January 2027
VISITS TO SCHOOL	To be arranged via the HR and Operations Coordinator, Mrs R Duffy Email: recruitment@newhouseacademy.co.uk Or call: 01706 369436

APPLICATION CLOSING DATE	Monday 5 th October 2026 at 10.00am
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To apply for this position please download the application form and supporting documentation. Completed applications should be sent to recruitment@newhouseacademy.co.uk by the closing date.

We do not accept CV's as a form of application.

PANEL SHORTLISTING	Will take place on advert closing date
INTERVIEW DATE(S)	Week commencing 5 th October 2026

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



Hollingworth
Learning Trust

RATIONALE & CULTURE

Our Trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our Trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

Welcome to

Hollingworth Learning Trust

and thank you for your interest in joining Newhouse Academy - one of our family of schools dedicated to raising standards, driving innovation, and unlocking potential.

I'm incredibly proud of the commitment shown by our school teams and central services in supporting our pupils, colleagues, and local communities. If you're inspired by the opportunity to be part of a dynamic, forward-thinking Trust that empowers its schools to thrive, we encourage you to apply and look forward to hearing from you.

Best wishes

Mr Darren Randle
CEO

How do we work? Our 1,2,3 approach ..

1) People First

The success and wellbeing of our children, staff and families drives everything we do.

2) Academies Second

The local academy is where this happens. The Headteacher is the professional responsible for leading a great team of colleagues to achieve this.

3) Trust Third

Our role as a Trust is:

To support and challenge the Headteacher, academy, leadership and staff in school improvement and in providing a high quality inclusive education.

To support each academy to develop a strong, unique identity serving its local community. In turn, for each academy to become part of the HLT family and bring capacity to our Trust.

To develop the very best leaders, teachers and support staff.

To create an outstanding infrastructure for success through high quality, rapid and responsive educational, financial, HR and IT support.



HOLLINGWORTH LEARNING TRUST

Hollingworth
Learning Trust

OUR MISSION

Our Mission Statement is the focus of everything we do:

“We are here to make a positive difference to the lives of our children, providing the very best education in an environment that supports, values, and recognises our people.”

VISION, CULTURE & ETHOS

As a Trust we believe that developing a strong learning and school improvement culture across our schools will be most successfully achieved by promoting each school’s autonomy to research best practice, develop ideas and share expertise through strong networks of collaborative practice. To achieve this, successful schools should have the freedom and autonomy to develop ways of working that best suit their context, the career stages and training needs of the staff team, and the varying needs of different cohorts of pupils and families served by the school. Through collaboration, our schools will develop methods of working informed by effective practice within the trust and of that highlighted nationally and internationally through accredited research and evidence-based innovations.

Our Trust facilitates collaboration and identifies best practice with the aim of offering support and challenge to all its schools and identifying strengths of practice. This will then be drawn upon and targeted to drive improvement. We recognise that some schools will require a differentiated level of support and challenge in ensuring a high quality and inclusive education for all pupils.

OUR VALUES



AMBITIOUS:

We have high expectations for all of our children and staff. They deserve the best we can do.



POSITIVE:

We believe that people and schools can improve; we always believe this.



RESILIENT:

We make long term commitments to pupils, families, communities and schools. We never give up.



REFLECTIVE:

We constantly evaluate what we do in order to improve. We are never complacent.



PRINCIPLED:

We always promote equity, equality and challenge injustice. We always act in the best interests of our pupils.



“Staff value the support from the school to make improvements to pupils’ learning. Staff morale is high. OFSTED”



ACADEMY INFORMATION

Newhouse Academy is an 11–16 comprehensive school serving diverse communities, mainly in the Heywood and Middleton areas of Rochdale.

Currently, 44.6% of our students are eligible for pupil premium and 49% for free school meals - both well above the national average. We have 23 EHCP students (2.4% of the academy), aligning with national figures. 12.4% of students are EAL, and 88.6% of students speak English as their main language.

Once underperforming, the academy has made significant, sustained improvements over the past six years, driven by a clear vision and strategic plan. This progress was recognised in our November 2023 Ofsted report, which awarded the academy its first “Good” ratings in 14 years.

Central to this transformation is the "Our People" vision - focused on belonging, character development, and the values of aspiration, integrity, and respect - leading to the creation of the "Our People" curriculum and agenda.

STUDENT OUTCOMES

At Newhouse Academy, we work tirelessly to ensure our students achieve grades that reflect their true potential. Since joining Hollingworth Learning Trust, the academy has undergone a rapid turnaround, with key performance data from 2019 to 2026 demonstrating a clear upward trajectory in both academic ambition and student outcomes.

Rising Proficiency in English and Maths

Driven by high expectations, the school has delivered its best-ever academic results this year, with 41% of students achieving a Grade 5 or above in both English and Maths GCSE.

An Ambitious, Broad Curriculum

We have overhauled our curriculum to ensure it is both rigorous and diverse. We have significantly increased the number of students excelling in Humanities and Languages.

- EBacc Entry Rates: Increased from just 3% in 2019 to 31% in 2025
- EBacc Average Point Score: Improved from 2.75 to 3.25

Success Beyond Year 11

We have a proven track record of ensuring our leavers transition successfully into the next stage of their lives, consistently preventing students from falling into the ‘NEET’ category (Not in Education, Employment, or Training).

- 97.3% Success Rate: Our latest figures show the vast majority of our students successfully progress into further education, professional training, or employment.

OUR MISSION & VALUES

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of 'Aspiration', 'Integrity' and 'Respect'. Our Mission Statement is the focus of everything we do;

'Doing the right thing for Our People through our values of Aspiration, Integrity and Respect'.



Aspiration

Being ambitious and doing your best.



Integrity

Being honest and doing what is right.



Respect

Being considerate and thinking of others.



Aspiration



Integrity

OUR STAFF



NO FOOLS

Our staff are selected on character over talent.

TRAIN TO WIN

Practice Under Pressure
Our people know that professional development is an ongoing process. Through our coaching model we accept professional feedback and work to improve our practice. We research, read and implement.

WORK WITH PURPOSE

Our people know their purpose and model the standards they expect from others. We promote and work on our academy priorities.

SWEEP THE SHEDS

We are never too big to do the small things that need to be done. "Own it, keep it simple and get it done."

LEGACY

We have a responsibility to add to the legacy and leave the academy in a better place.
"What will your legacy be?"



Respect



OUR VALUES BIND US

We have high expectations for Aspiration, Integrity and Respect. We believe every student can achieve and reach their desired destination.

WE CREATE OUR CULTURE

The Our People agenda drives a team identity. We celebrate together and solve our issues together. We build relationships, collaborate and communicate effectively. We do not rely on emails.

KNOW OUR STUDENTS

We are all responsible for creating a positive learning environment that engages our students and leads to better life chances.

LEADERS CREATE LEADERS

We are responsible for creating the leaders of the future. This applies to our staff and our students.

SACRIFICE

We are passionate about what we do and we are prepared to make sacrifices. To enable this, we must monitor our own wellbeing, and the wellbeing of the team.



GO FOR THE GAP

When we are at the top of our game, we look at how we can be even better.

HONESTY DRIVES BETTER PERFORMANCE

We are honest about our own strengths and weaknesses. We do not hold grudges – it's a waste of energy that we could use to be brilliant. It's never personal!

24 HOUR RULE

We keep a clear head. We avoid making poor decisions under pressure.



Newhouse Academy

WHY NEWHOUSE?

Thank you for your interest in Newhouse Academy, a vibrant, nurturing school located in Heywood, Rochdale. We are committed to fostering a calm, supportive environment where teachers can focus on teaching, support staff can excel in their roles, and students can reach their full potential. With around 1000 students and 150 staff, we are proud to offer an excellent standard of education, supported by consistently high expectations for both learning and behaviour.

At Newhouse, staff wellbeing is a top priority. We are committed to promoting health, ensuring safety, and addressing workplace stress. Below are the key initiatives we've put in place to support our team.

OUR BENEFITS AND WELLBEING PACKAGE INCLUDES:

- An optional health cash plan for employees, which includes cash back on certain medical treatments. This is also an information hub for all things relating to health and wellbeing.
- A pop-up wellbeing café every fortnight in school.
- A generous discretionary leave policy, helping staff to balance their family life with work commitments.
- An Employee Assistance Programme, which offers a confidential 24/7 advice line and free counselling / talking therapy sessions.
- A gym suite that staff are able to use.
- Coaching and mentoring.
- Occupational health support.
- Cycle to Work Scheme.
- Staff social events.
- Free lunches for staff supervising children on the lunch Duty Rota.
- Online learning platforms to reduce workload.
- Strong presence of dedicated non-teaching pastoral and senior staff, who provide essential support for behaviour management, allowing teachers to focus fully on teaching.
- Shared planning.

EXTRA WELLBEING BENEFITS INCLUDES:

- Healthcare products in staff bathrooms.
- Free staff breakfast once every half term.
- Complimentary meals and refreshments at events.

As part of Hollingworth Learning Trust, one of our founding principles is 'to always act in the best interest of students'. We believe the best way to achieve this is to look after our colleagues. This means:

- We follow national pay and conditions in the STPCD / Burgundy Book for teaching staff and follow the terms set out in the Green Book for support staff.
- We commit to full union recognition and partnership working practice.
- We listen to our staff and make changes where we can.
- Staff are provided with opportunities to develop both personally and professionally; the academy has a CPD programme that caters for staff development.
- We commit to developing meaningful staff wellbeing practice.
- We commit to reduction of unnecessary workload (both in terms of practice and culture).
- We commit to meaningful professional development.

JOB DESCRIPTION for Head of Department – MFL - Spanish

Job Title:	Head of Department – MFL - Spanish
Contract Information:	Full Time Permanent Working hours and days in line with school calendar Directed time, in line with School Teachers Pay and Conditions
Responsible to:	Deputy Headteacher
Terms & Conditions:	The current conditions of employment of school teachers as laid down by the Department for Education will apply (STPCD).
Salary Range:	MPS/UPS plus TLR 2c £8,611 (teacher pay award pending)

BACKGROUND AND VISION:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

VALUES:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

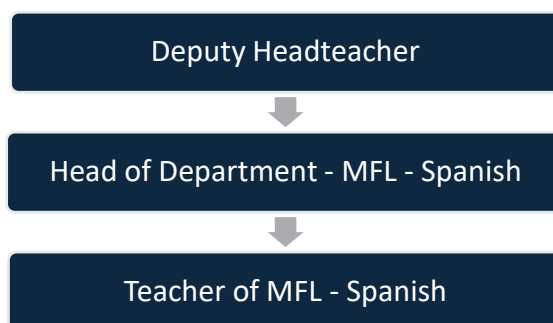
Integrity – Being honest and doing what is right.

Respect – Being considerate and thinking of others.

PURPOSE OF THE JOB:

To lead the department, to teach students within the school and to carry out such other associated duties as are reasonable assigned by the Headteacher. Also to participate in the development of appropriate syllabi, materials and schemes of work if required.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

PERSONNEL: Line management of Teachers of MFL - Spanish

FINANCIAL: Departmental Budget

RELATIONSHIPS (INTERNAL AND EXTERNAL):

Internal:

1. Students
2. Teaching and support staff within the school
3. Stakeholders of the school
4. Voluntary helpers

External:

1. Parents/Carers
2. Visitors to the School

HEALTH & SAFETY

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

TRAINING AND DEVELOPMENT

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

EQUIPMENT/MATERIALS

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

KEY DUTIES AND RESPONSIBILITIES:

The particular responsibilities attached to the teaching post are as follows:

The main duties of the post will include:

- a) To lead and manage MFL at both Key Stage 3 and 4.
- b) To be directly responsible for all attainment in MFL at Key Stage 3 and 4.
- c) Responsibility for attainment and progress.
- d) Responsibility for the Departmental Quality Assurance.

These duties will require you to:

- Be an excellent classroom practitioner who can teach a variety of classes across the ability range and key stages, ranging from Key Stage 3 to GCSE level.
- To review the new GCSE syllabus for MFL.
- Produce, regularly review, monitor and evaluate MFL schemes of work.
- To develop and review the syllabus, resources, marking and assessment policies and teaching and learning strategies in the department.
- To have direct responsibility for results at Key Stage 4 for MFL.
- In conjunction with the Examinations Officer ensure all information is completed accurately for Controlled Assessments and Examination Entries in MFL.
- To be responsible for the development and management of tracking sheets across Key Stage 3 and 4 for MFL. To ensure targets and assessment marks are all accurate and checked regularly.
- Use data effectively in order to set and monitor targets for individual students and implement appropriate intervention strategies such as support and revision lessons in MFL in order to raise standards of pupil attainment and achievement at KS4.
- Evaluate the teaching of MFL and use the analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching in the department.
- Record and analyse national, local and school data and report results to Line Manager, plus research and inspect evidence to inform policies, practices, expectations, targets and teaching methods.
- Co-ordinate the Standardisation of centre based assessment materials and ensure all students achieve or exceed their FFTD targets.
- Coordinate internal moderation at Key stage 3 and Key stage 4 and arrange moderation at Key stage 4.
- Lead, monitor and evaluate teaching and learning in MFL.
- To develop challenging materials for all students at Key Stage 3, including those with high prior attainment. To be responsible for HPA/students progress and ensure challenging targets are met or exceeded.
- Set MFL work for absent colleagues.
- To be responsible for analysing summative data to help inform our medium and long term planning. To be responsible for publishing the findings of data analysis in a way that is accessible and useful.
- To be responsible for leading subject meetings. To help in the administration of those meetings through the distribution and drafting of minutes. Ensuring all official documentation is efficiently distributed to parties concerned and that documents (minutes, agenda etc.) are stored on the department's area on the school system.
- To liaise with appropriate members of SLT across the Trust in the delivery of the ITT programme and the shared mentoring of trainees.

ADDITIONAL SPECIFIC RESPONSIBILITIES (as necessary)

To be the form tutor of an assigned group of students:

- To promote Attitude to Learning, using data supplied through the MIS system and the well-being of individual students and of the group as a whole.
- Register student attendance daily, recording absences etc. on the MIS system. Completing the weekly update, uniform checks, write and compile reports as required.
- Escort students to assembly and supervise behaviour.
- Liaise with Heads of Year to ensure the implementation of the school's pastoral system.
- To deliver the planned Our people programme, including literacy and AIR Activities.
- Other duties in line with the role of the Form Tutor as specified in the 'Staff Handbook'.
- To follow the Newhouse Academy behaviour and attendance systems, in accordance with the academy's policies.
- To promote excellent attendance through the monitoring of attendance data and liaising with families, as required.
- Promote excellent behaviour through the monitoring of behaviour data, liaising with families and the supervision of students who are on report, as required.

General Responsibilities:

- The post-holder must ensure full commitment to the School/Trust vision, values and key priorities.
- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To appreciate and support the role of other professionals.
- To contribute to the Academy/Trust ethos, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To recognise your own strengths and areas of expertise and use these to advise and support colleagues.
- To assist with the organisation, routines and upkeep of the working environment.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties, commensurate with the grade of the post.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- The post-holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's Health & Safety Policy and the Health and Safety at Work Act, 1974.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times and reporting any concerns to the Designated Safeguarding Officer immediately.
- The post-holder will be expected to carry out their duties with due regard to current and future Academy/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

LIAISING WITH

The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them and to promote mutual understanding of the academy curriculum with the aim of improving the quality of teaching and learning in the academy.

RESPONSIBLE TO

The post holder is responsible to the Headteacher in all matters, to the Assistant Headteacher – Quality of Teaching and Learning in respect of curricular matters and the Deputy Headteacher – Pastoral in pastoral matters.

PLEASE NOTE

- The above responsibilities are subject to the general duties and responsibilities contained in the 'School Teachers' Pay and Conditions' document.
- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Academy.

Information for all applicants / post holders:

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We follow a strict pre-employment process in line with Safer Recruitment / Keeping Children Safe in Education Guidelines. All appointments are subject to satisfactory pre-employment checks.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date

PERSON SPECIFICATION - HEAD OF Department - MFL – Spanish
Permanent Contract

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS AND TRAINING	- Qualified Teacher Status. - Degree in relevant and appropriate discipline.	Honours or Higher degree.	- Application - Certificates required at interview
EXPERIENCE	- Experience of 11 – 16 MFL teaching. - An excellent classroom practitioner with a proven record of motivating students to achieve success. - Ability to lead a team. - Ability to support less experienced members of staff. - Excellent organisational skills.	- Experience of having contributed to extra-curricular activities. - Experience of analysing data and setting curricular targets. - Experience of moderating / being an examiner at GCSE level.	- Application - Interview Process - References
KNOWLEDGE AND VALUES	- Ability to articulate a sound educational philosophy in line with the school's aims. - To have a clear vision for the long term development of the MFL department. - A love of MFL. - Record of delivering consistently good lessons. - Ability to deliver schemes of work which help promote Equity, Engagement, Excellence and Enterprise for all students.	- IT skills to support pupil learning - Understanding of excellent practice in teaching. - Knowledge of recent and planned developments in education.	- Interview Process - Application - References
PERSONAL QUALITIES	- Ability and willingness to work with both colleagues and students. - Commitment to further professional development. - Commitment to the school's continued success. - Team player.	Commitment to extra-curricular activities.	- Application - Interview Process - References

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.



Newhouse Academy
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Heywood
Lancashire
OL10 2NT

Email: office@newhouseacademy.co.uk

Tel: 01706 369436

The Quality in Careers Standard >>>>

Newhouse Academy has been recognised for its outstanding careers education. The academy has been awarded the national Quality in Careers Standard awarded under licence by Career Connect.

“ Pupils and staff have positive relationships. Pupils are well supported to develop appropriate attitudes towards learning.

Pupils appreciate the our people programme that supports their personal development.”



Newhouse Academy



NewhouseAcademy



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