



# Candidate Recruitment Pack

Head of Department - Languages (TLR2B)

Required for September 2026 (or sooner)



# MESSAGE FROM THE CEO AND HEADTEACHER

## Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

### Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle  
CEO of the  
Achieve and Learn Trust

## Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan  
Headteacher

# ROLE OVERVIEW

## Head of Department: Languages

### CONTRACT TERM:

Permanent / Full Time

### PAY SCALE:

Teachers Main/Upper, plus TLR2B

### LOCATION:

Altrincham College, Green Lane,  
Timperley, Altrincham, WA15 8QW

### START DATE:

September 2026 or sooner if possible

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – [Altrincham College](https://www.altrinchamcollege.com) where you will find an application form and more information about our school.

Please send your completed application form to [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

### CLOSING DATE:

Friday 6 March 2026 at 12pm

### INTERVIEW DATE:

w/c 16 March 2026

We seek to appoint a Head of Department for Languages, who is enthusiastic and passionate about their subject, and has experience of teaching French and Spanish across all Key Stages. As a middle leader, the successful applicant will be responsible for overseeing and developing the curriculum for Languages and ensuring outstanding progress and outcomes for all students. The successful candidate will be instrumental in rolling out the next stage of the development of our Languages provision focusing on progression to study at KS5 from our highly successful and popular KS4 provision. This post is suitable for a current teacher seeking promotion to middle leadership or an existing middle leader who wishes to extend their skills and knowledge in a new setting.

Our last Ofsted inspection (May 2022) confirmed that we are a "good" school, but perhaps more importantly, "Pupils and students are well prepared to enjoy and make the most of their education and lives". Ofsted also stated "Leaders set clear and high ambitions for all pupils and for students in the Sixth Form". These expectations help pupils and student to achieve well overall. This includes those with special educational needs and/or disabilities (SEND) and those who are disadvantaged.

Our good/outstanding rating since 2008, and the high-quality provision in our £5.3m Sixth Form Centre, guarantees our popularity and status in the local community and ensures an exciting future for the school.

Although Trafford is a selective Local Authority with a mix of high schools and grammar schools, the school's popularity ensures a truly comprehensive intake. At Altrincham College we recognise that our greatest resource is the professionalism and dedication of all the staff, supported by modern facilities, excellent resources and informed parents and carers.

We are proud of our Ofsted report and recent history but certainly not complacent and are now looking to the future and the next stage of our exciting development. You can play a part in this!

This is a key Middle Leader role at our school and we are therefore seeking a candidate who will build on the excellent leadership and management of the current postholder. Candidates should have:

- An exemplary teaching record who can convey their real passion for teaching and learning in Spanish & French.
- Evidence of measurable impact as a teacher and at subject level.
- Outstanding leadership potential/track record.
- High aspirations for their own future professional development.
- Vision to ensure that the department builds on its GCSE and A-Level success, enabling pupils of all abilities to achieve their potential.
- Ability to nurture and develop staff within the team.
- Commitment to ensuring an attractive and constructive environment for learning.
- A willingness to contribute to the school at all levels.
- High standards of professionalism and personal appearance.

Please note that we **do not employ unqualified teachers**. Only applications from candidates with QTS status will be considered for any teaching post.

# JOB DESCRIPTION

**JOB TITLE:** HEAD OF DEPARTMENT: LANGUAGES

**JOB PURPOSE:** Leading a team of highly knowledgeable teachers to deliver an ambitious Languages curriculum, allowing students of all ages and abilities to enjoy their learning and achieve the best possible outcomes in this subject.

**Accountable to:** Headteacher

**The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **Our Vision**

***Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.***

## **Our Values**

**Ambition:** we instil a lifelong love of learning and nurture skills and talents

**Inclusion:** we welcome and respect people from all backgrounds, valuing and celebrating diversity

**Aspiration:** we want people to be the best that they can be and for everyone to achieve their potential

**Community:** we develop local and global citizens of the future, always committed to working in partnership

**Belief:** we encourage everyone to believe in themselves and their future, providing opportunities to excel.

In all things, we expect our staff to work towards achieving the vision for our Trust, embracing our values and showing ethical leadership at all times.

## **Corporate Responsibilities**

- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To actively promote the vision and values of our Trust with all stakeholders, including trustees, local governors, colleagues, parents, visitors and the local wider community of all our schools.
- To robustly follow all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Academy Trust Handbook, Financial Procedures, Health & Safety, Confidentiality, Data Protection, reporting any concerns to the Chief Executive Officer.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

## **Duties and Responsibilities:**

In addition to the responsibilities of a class teacher as set out in the school teachers' pay and conditions document, the following will be undertaken:

### **1. Teaching and Learning**

#### **1.1 Planning**

- 1.1a planning teaching to achieve progression in students' learning through:
  - i) identifying clear teaching objectives and content, appropriate to the subject matter and the students being taught, and specifying how these will be taught and assessed
  - ii) setting tasks for whole class, individual and group work, including homework, which challenge students and ensure high levels of pupil interest
  - iii) setting appropriate and demanding expectations for students' learning, motivation and presentation of work
  - iv) setting clear targets for students' learning, building on prior attainment, and ensuring that students are aware of the substances and purpose of what they are asked to do
  - v) identifying students who:
    - have special educational needs, including specific learning difficulties
    - are very able
    - are not yet fluent in English
    - are disadvantagedand knowing where to get help in order to give positive and targeted support.
- 1.1b through intelligent curriculum design, providing clear structures for lessons, and for sequences of lessons in the short, medium and longer term, which maintain pace, motivation and challenge for students
- 1.1c making effective use of assessment information on students' attainment and progress in teaching and in planning future lessons and sequences of lessons
- 1.1d planning opportunities to contribute to students' personal, spiritual, moral, social, aesthetic and cultural development and opportunities to promote good citizenship
- 1.1e where applicable, ensuring coverage of the relevant examination syllabuses and National Curriculum programmes of study.

#### **1.2 Teaching and Class Management**

- 1.2a ensuring effective teaching of whole classes, and of groups and individuals within the whole class setting, so that teaching objectives are met, and best use is made of available teaching time
- 1.2b monitoring and intervening when teaching to ensure sound learning and discipline
- 1.2c establishing and maintaining a purposeful working atmosphere
- 1.2d setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- 1.2e establishing a safe environment which supports learning and in which students feel secure and confident
- 1.2f using teaching methods, which sustain the momentum of students' work and keep all students engaged
- 1.2g being familiar with the SEN Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code,

implementing and keeping records on individual education plans (IEPS) for students at Action Plus and above

- 1.2h ensuring that students acquire and consolidate knowledge, skills and understanding in the subject
- 1.2i evaluating her/his own teaching critically and uses this to improve effectiveness.

## **2. Accountability**

- 2.1 assessing how well learning objectives have been achieved and using this assessment to improve specific aspects of teaching
- 2.2 marking and monitoring students' assigned classwork and homework, providing constructive oral and written feedback, and setting targets for students' progress
- 2.3 assessing and recording each pupil's progress systematically, including through focused observation, questioning, testing and marking, and use these records to:
  - (i) check that students have understood and completed the work set
  - (ii) monitor strengths and weaknesses and use the information gained as a basis for purposeful intervention in pupil's learning
  - (iii) inform planning
  - (iv) check that students continue to make demonstrable progress in their acquisition of the knowledge, skills and understanding of the subject
- 2.4 being familiar with the statutory assessment and reporting requirements and preparing and presenting informative reports to parents
- 2.5 where applicable, understanding the expected demands of students in relation to each relevant level description or end of Key Stage description, and the demands of the syllabuses and course requirements for GCSE and other Key Stage 4 courses;
- 2.6 where applicable, understanding and knowing how to implement the assessment requirements of current qualifications
- 2.7 recognising the level at which a pupil is achieving, and assessing students consistently against attainment targets, where applicable, if necessary with guidance from an experienced teacher
- 2.8 understanding and knowing how national, local comparative and school data, including National Curriculum test data, where applicable, can be used to set clear targets for students' achievement
- 2.9 using different kinds of assessment appropriately for different purposes, including National Curriculum and other standardised tests, and baseline assessment where relevant.

## **3. Whole School**

- 3.1 promoting the general progress and well-being of students
- 3.2 contributing to students' personal, spiritual, moral, social, aesthetic and cultural development and promotes good citizenship
- 3.3 providing guidance and advice to students on emotional, vocational and social matters
- 3.4 supervising students in line with school supervision policy maintaining good order and discipline among students and safeguarding their health and safety both in school and when they are engaged in authorised activities elsewhere
- 3.5 recognising the value of work across the curriculum and working with, and supporting colleagues, attending meetings as requested by the Head
- 3.6 supervising, and so far as is practicable, teaching students whose teacher is not available to teach them in line with school, local and national agreements

- 3.7 participating in examination procedures and arrangements for supervision of such examinations
  - 3.8 registering the attendance of students
  - 3.9 recognising the value of extra curricula activities and participating where appropriate
  - 3.10 following and promoting school policies and procedures.
4. Undertake such duties as may from time to time be reasonably assigned by the Headteacher operating within the provision of the School Teachers' Pay and Conditions of Employment.

## **Specific job role: Head of Department (Languages)**

We seek to appoint a dedicated and energetic Head of Department with an impeccable track record of student attainment and progress through their teaching of French & Spanish across Key Stages 3-5.

The successful candidate will have expert subject knowledge and genuine passion for their subject. They will be able to transfer this passion and enthusiasm to students and colleagues in ways that motivate and inspire.

The successful candidate will show outstanding leadership potential and will be aspirational for themselves and others. They will be able to evidence their ability to plan, do and review for impact and will have experience of working successfully with other staff on a project or initiative they have led from start to finish.

The successful candidate will be able to make an effective and insightful contribution to Middle Leader meetings and offer strategic insight when working on a cross-curricular basis if needed.

### **The Languages Department at Altrincham College**

The Languages Department consists of a team of four teachers, delivering French and Spanish to all students in KS3 to KS4, with French or Spanish on offer at A-Level.

Colleagues within the Languages Department are hugely committed to supporting each other, committed to necessary change and to the exciting opportunity of working with a new Head of Department to drive improvement in future years.

All members of staff in the school work collaboratively to support whole-school issues and work cooperatively to promote the ethos and high expectations of the school.

The successful candidate will be expected to take a full part in the whole life of the school and its delivery of the Academy Improvement Plan and their own Departmental Improvement Plan.

# ADDITIONAL INFORMATION

## BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Teachers' Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work

## CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment in September 2026 or sooner if possible.
- ❖ The position will be based at Altrincham College.
- ❖ You will be paid on either the Teachers' Main Scale or Upper Pay Scale commensurate to your experience, plus TLR2B.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

## APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Friday 6 March 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).

# Achieve + Learn Trust.

Better, together.

## Staff Development & Well-Being Offer



**Kim Earle, CEO**

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		“You Said We Did” staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

**Can't see a vacancy you can apply for? Why not join our Talent Pool?**

**Send a brief introduction and/or your CV to [info@achieveandlearntrust.com](mailto:info@achieveandlearntrust.com)**