



POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack
Head of Modern Foreign Languages
February 2026





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

Strategic Education Vision 2020-2026



The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community

ETHOS AND VALUES

A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

AIMS

We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

STRATEGIC OBJECTIVES

Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Generous Pension Scheme – We offer competitive employer contribution rates for all staff

Death in Service Benefit – 3 times salary or last 12 months salary for casual workers

Discounted School Tuition Fees for permanent staff - with the option to spread payments over 12 months

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Smart Health – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

On-site Gym and Swimming Pool

Free Lunch in term time

Free Staff Room Refreshments – in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

Enhanced Sick Pay Arrangements – detailed within the Absences from Work Policy, also to be found on the Extranet

Annualised Pay where possible – allowing for easy home budgeting

Winter car lights & tyre testing – organised by the Transport Team each January

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking

Free library services – including holiday book loans

HMRC:

Cycle to Work scheme - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Head of Modern Foreign Languages

Responsible To: Cluster Leader – Senior Manager

Staff Responsible For: 6 x Teachers of French/ German Spanish/ 3 x Language Assistants

Salary: To be discussed at interview, dependent upon skills and experience



Job Advert

Head of Modern Foreign Languages required from September 2026

Due to internal promotion, an enthusiastic and motivational leader is required to direct and support our Modern Languages department.

12 miles to the East of York, we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is thriving and we wish to appoint a Head of Languages who can build upon the existing success of the Department and can motivate and stretch all pupils, whilst allowing every child to achieve to the best of their ability.

Well qualified and either an existing Head of Department or a significantly experienced Languages teacher (who can teach up to and including A Level), you will need to possess the skills and abilities to focus on all aspects of departmental & people management, and a willingness to contribute to wider school life. In return we offer an attractive salary and development and guidance to equip and support you to succeed in your new role.

For an informal chat about the role please contact Miss Laura Powell (Deputy Head) on 01759 321200 or mainoffice@pocklingtonschool.com

For further information please call 01759 322666 or email recruitment@pocklingtonschool.com

All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us> where you will be directed to apply via MyNewTerm.

Closing date: 9am 13th March 2026

At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

HEAD OF MODERN FOREIGN LANGUAGES

Reporting To:

Cluster Leader – Senior
Manager

The post would be suitable for an experienced teacher of Modern Foreign Languages. You must have a good honours degree in a related subject, a willingness to drive innovation, and a familiarity with GCSE and A level specifications, ideally those studied at Pocklington School.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

February 2026

The Head of Department has responsibility for the following:

- Designing, developing and delivery of effective provision within their department.
- Implementing agreed strategies to improve, monitor and evaluate teaching and learning standards within their department.
- The direct line management of staff members within their department.
- Accountability for their department's examination results and responsibility for coordinating appropriate intervention where necessary.
- Taking an active part in initiatives to impact on wider areas of the Foundation and ensuring that communication with the School's stakeholders is effective and appropriate.
- Overseeing, maintaining and updating risk assessments for the department.

In addition you are also required to meet the following Key Tasks and Responsibilities of a Teacher:

Key Tasks and Responsibilities of a Teacher

At Pocklington School Foundation we encourage pupils to be confident, responsible and considerate individuals who embody our Values and Virtues. We seek to nurture talent and aspiration and to ensure that pupils achieve their potential through a broad and creative education. All teaching staff need to be sympathetic and supportive of the following 'Key Tasks and Responsibilities' in order to provide a community in which we can all take pride, and where pupils can explore, make mistakes, learn and grow.

1. Professional Attributes and Expectations

- Establish a fair, respectful and supportive relationship with students ensuring they achieve their potential
- Communicate effectively with, and be courteous towards, students, parents and colleagues
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme
- Uphold and support Pocklington Values and Virtues.
- Maintain professional standards in demeanour and dress

- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly (from September 2021, there are no academic lessons on a Saturday)
- Meet all deadlines required e.g. Reporting and Assessment
- Attend parents' evenings, Commemoration Day, Prize Giving, Open Days and other events as required by the Headmaster
- Carry out vigilant supervision duties (Proportional to timetable commitment) as directed by the Deputy Head to ensure that pupil behaviour around the school is of the expected standard
- Assist in cover for absent colleagues (Proportional to timetable commitment)
- Conduct external and internal examination invigilation as directed by the Examinations Officer
- Uphold the School Rules
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site

2. Classroom Subject Teaching

Professional Knowledge and Understanding

- Have an up-to-date working knowledge and understanding of a range of teaching and learning strategies to provide opportunities for all students to achieve their potential
- Know the assessment requirements for their curriculum areas relating to all key stages, including public examinations
- Have an up-to-date knowledge and understanding of the school's assessment procedures
- Know how to implement the school's Rewards and Sanction policy
- Know how to use value added data to evaluate effectiveness of teaching, monitoring of progress, and raising attainment
- Know how to use exam board reports, exam services and requested scripts to provide students with accurate and constructive feedback with action plans for improvement
- Have a secure knowledge and understanding of their subject/curriculum areas
- Understand the contribution that their subject can make to other subject/curriculum areas
- Know how to use literacy, numeracy and digital literacy to support their teaching and wider professional activities
- Work alongside colleagues responsible for Learning Support, EAL and Gifted and Talented students to ensure that the needs of these students are accounted for in their teaching
- Know when to draw on the expertise of colleagues for specialist support

Teaching and Learning

- Adhere to the school marking and homework policies for all pupils
- Use assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement

- Plan and teach challenging, well-organised lessons and sequences of lessons that ensure progression across the age and ability range taught
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary
- Demonstrate a willingness to assist pupils when they require additional help. This is not expected to be regular additional tutoring but on an ad hoc basis as required
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings

Learning Environment

- Motivate and encourage all pupils within a safe and purposeful learning environment
- Keep a record of attendance and follow up any notable absences
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner
- Promote students' self-control, independence and cooperation through development of their social, emotional and behavioural skills
- Look after and update displays within their teaching classroom

Team Working and Collaboration

- Support the department in extending learning outside the classroom
- Share resources and ideas with colleagues to develop good practice
- Contribute to departmental development by completing appropriate tasks as directed by the Head of Department
- To attend Departmental Meetings as required by the Head of Department

3. Pastoral Responsibilities

- Full-time members of staff are expected to assist in pastoral responsibilities, normally in the role of tutor or form teacher, unless advised otherwise (see relevant job descriptions)
- Staff should be sensitive to the needs of all students and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties
- Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Rewards and Sanctions, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. In addition to boarding roles which may become available from time to time, teaching staff not taking a sports team are expected to undertake up to 4 Saturday Boarding Activity Programme duties throughout the school year. This is on a pro rata basis for part time staff.

4. Extra-curricular Activities

- A commitment to sport, societies or other activities is expected in lunchtimes, after school or at other times. The extent of that involvement will vary according to the annual teaching load of the individual. All staff are expected to make a significant contribution to the extra-curricular life of the school.
- Staff who are able to support with school sport should expect to undertake duties in this respect. This may include leading or supporting a school team, to include the taking

of practice sessions, Saturday or midweek fixtures, team selection, associated administration etc. Appropriate compensatory time within the school timetable will be given.

5. Health and Safety

- All staff are responsible to their Heads of Department for the health and safety of those in their charge, whether in or outside school premises
- In addition all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy
 - Conduct risk assessments for all activities unless they are following a safe system of work
 - Report all accidents/incidents so that they can be properly investigated
 - Brief all pupils on relevant health and safety rules, procedures and issues

Salary Scales

Pocklington School has its own salary scales, the details of which can be discussed with the Head at interview.

Person Specification for a Head of Department

Personal Qualities

- A motivational leader with the ability to both support and challenge
- A positive attitude towards professional development and own learning
- An effective communicator
- Accepts accountability and promotes continuous improvement
- Ability to self-reflect upon performance

Experience

- Experience of leading a successful academic team (desirable)
- Evidence of a proactive approach to CPD
- Experience of supporting colleagues either through line management or as a coach/mentor
- Experience of observing and evaluating the quality of learning and teaching

Knowledge & Skills

- Strategic management skills
- High level of expertise in teaching and learning including analysis of assessment data
- High expectations and a commitment to raising standards
- Knowledge and understanding of management procedures

You must also meet the following classroom teacher requirements

Person Specification for a Teacher

Personal Qualities

- A commitment to the ethos and aims of the school
- An excellent classroom practitioner
- An ability to innovate, enthuse and use your own initiative
- An ability to maintain appropriate and supportive relationships with children, parents and staff
- A positive attitude to the use of authority and maintaining good behaviour standards
- An ability to work as part of a team/with colleagues
- A strong enthusiasm for teaching subject
- A good sense of humour
- A flexible approach to working environment
- An enjoyment of working with children/young people
- A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

Qualifications

- Qualified Teacher Status/Postgraduate teaching qualification for Modern Foreign Languages
- Good honours Modern Foreign Languages related degree
- Commitment to ongoing personal development and training

Experience

- Either teaching practice during qualification or previous employment at an 11-18 school
- Capability to teach full ability range
- Successful track record in delivering pupil success
- Use of ICT in the classroom
- Experience of teaching A level in a Modern Foreign Languages subject

Knowledge & Skills

- Excellent interpersonal skills
- Ability to command respect of pupils
- Good organisational skills
- Good communication skills
- Awareness of National Curriculum requirements and GCSE/A level specifications
- Awareness of current thinking in education

Recruitment Timetable

Closing Date: 13th March 2026

Expected Interview Date: To be arranged

Expected Start Date: 1st September 2026

Please apply online using the mynewterm applicant tracking system
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

