



Prepare | Aspire | Succeed

Signed

Name

(in capitals)

Date

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

POST: Head of Modern Foreign Languages (Spanish specialism)

RESPONSIBLE TO: Headteacher, Head of School, and Line Manager, AHT SLT Link

JOB PURPOSE To provide strategic leadership for the MFL Department, ensuring the delivery of a high-quality, engaging curriculum across all Key Stages. The postholder is directly accountable for maximising student attainment and progress to ensure outstanding outcomes, while fostering an environment that supports students' academic and personal development, effective learning, and high standards of behaviour and welfare.

A key focus of this role is the strategic expansion of Spanish (from September 2026) and the phased management of the legacy German provision, leading a diverse team of subject specialists to ensure continued excellence in both Spanish and French throughout this transition.

Key Responsibilities and Duties

A. Strategic Leadership and Curriculum Development

- Curriculum Strategy & Excellence:** Lead the strategic design, implementation, and ongoing adaptation of the MFL curriculum across KS3–KS5. This includes the successful introduction and growth of Spanish from September 2026, ensuring that the departmental offer remains modern, rigorous, and high-performing.
- Pedagogical Leadership:** Act as the primary lead for Spanish and French, taking direct accountability for the quality of teaching and student progress. Foster a culture of research-informed practice to effectively utilise technology and innovative teaching strategies to enhance student engagement.
- Legacy Management:** Oversee the professional, phased conclusion of German teaching. Ensure that students currently mid-course receive the highest standard of support and that the transition is handled with sensitivity for both students and staff specialists.
- Accountability for Outcomes:** Take direct accountability for the quality of teaching, learning, and student progress. Ensure that attainment in all languages (initially French,

The Cottesloe School

 Aylesbury Road, Wing, Leighton Buzzard,
Beds, LU7 0NY
 01296 688264
 www.cottesloe.bucks.sch.uk
 office@cottesloe.bucks.sch.uk
Headteacher Mr S Jones, MA

Follow Us

 @cottesloeschool
 @TheCottesloeSchool
 @TheCottesloeSchool

Spanish, and German) consistently exceeds national expectations and that students are prepared for global citizenship.

5. **Schemes of Learning Development:** Design, implement, and monitor robust schemes of learning and effective teaching, learning, and assessment strategies across all year groups.
6. **Evaluation and Improvement:** Annually evaluate departmental performance against the strategic job purpose, informing the Departmental Self-Evaluation Form (SEF) and developing an annual, evidence-based Departmental Development Plan.
7. **Educational Foresight:** Keep abreast of educational developments in MFL and evaluate their potential benefits for students and curriculum enhancement.

B. People Management and Professional Development

1. **Team Leadership & Development:** Lead and inspire a diverse team of subject specialists. Manage staff through periods of curriculum change with sensitivity and clear vision, ensuring professional growth and a high-performing culture for all members of the MFL team, that promotes a positive work/life balance.
2. **Staff Performance:** Meet obligations regarding the school's Teacher Review and Development process and lead continuous professional learning within the department, potentially contributing to Initial Teacher Training (ITT) and supporting ECTs as appropriate.
3. **Staffing and Recruitment:** Advise the Head of School on departmental staffing requirements and assist, when required, in the appointment of new staff.

C. Data, Assessment, and Quality Assurance

1. **Data Analysis and Intervention:** Take a lead role in analysing student progress data and strategically deploying academic interventions as required to provide additional support.
2. **Assessment Quality:** Ensure appropriate independent learning is regularly set and assessed, and that the department's monitoring, recording, and reporting of student progress are accurate and timely.
3. **Communication:** Maintain regular liaison with the department SLT link (line manager) and convene effective, focused departmental meetings.
4. **Classroom Practice:** Maintain an exemplary, high standard of classroom teaching.

D. Operational Management and School Culture

1. **Policies and Procedures:** Actively promote and model school/departmental policies and procedures, striving to create a department with high expectations, and students feel cared for, happy, and safe.
2. **Resource Management:** Effectively deploy departmental budgets, maintain a stimulating teaching environment, and ensure the care, security, and daily management of Health and Safety for all departmental resources.
3. **Wider School Contribution:** As a Curriculum Leader, be expected to contribute to leadership and management issues outside the direct departmental area.
4. **Other responsibilities:** Such other duties/responsibilities as may from time to time be reasonably required.

**Head of MFL (Spanish Specialism) – September 2026
Job Description and Person Specification**

PERSON SPECIFICATION – HEAD OF MFL (SPANISH SPECIALISM)

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Reference 4 = Proof of qualification 5 = Practical

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
Degree in Spanish or Spanish and French, or a relevant MFL subject (or equivalent professional experience/proficiency)	✓		1, 4
Qualified Teacher Status	✓		1, 4
Evidence of continuing professional development		✓	1, 2
Thorough knowledge of up-to-date safeguarding procedures	✓		1, 2
SKILLS AND COMPETENCIES:			
Ability to deliver consistently high-quality lessons, evaluate impact and develop future planning accordingly	✓		1, 2, 3, 5
In-depth knowledge of Spanish and expertise in delivering or leading the following MFL courses: <ul style="list-style-type: none"> • GCSE French • GCSE Spanish (to be first taught to Year 10 in 2029) • GCSE German (last Year 11 group in Summer 2030) 	✓		1, 2, 3, 4
Ability to teach French to GCSE level		✓	1, 2, 3
Excellent ICT skills to support the curriculum and work organisation, in particular Google Suite	✓		1, 2, 3
Proven track record of sustaining high standards of student attainment over time.	✓		1, 2, 3
Ability to review and analyse data strategically to draw meaningful insights from quantitative and qualitative data to elevate whole-subject performance and student attainment.	✓		1, 2, 3
Ability to communicate effectively and develop good working relationships with students, parents and staff with accurate spoken and written English	✓		1, 2, 3
Ability to participate in self-evaluation which leads to impact	✓		1, 2
EXPERIENCE:			
Highly effective classroom practitioner in the relevant subject area	✓		1, 2, 3, 5
Proven experience of National Curriculum at all Key Stages	✓		1, 2, 3
Up to date knowledge of PSHCE	✓		1, 2, 3
Experience in leading international trips or exchange programs		✓	1, 2, 3
Effective in managing student behaviour and maintaining discipline	✓		1, 2, 3, 5
Excellent personal organisation and time management	✓		1, 2, 3
Involvement in whole-school initiatives/development		✓	1, 2
Willingness to be involved in the wider life of the School		✓	1, 2
Understanding of SEND needs	✓		1, 2

**Head of MFL (Spanish Specialism) – September 2026
Job Description and Person Specification**

1. The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.
2. The postholder will be required to satisfactorily complete criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.
3. The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.
4. The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.
5. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.
6. We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.
7. This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.