

April 2026

Dear Applicant,

Thank you for your interest in the post of **Head of Department for Modern Foreign Languages**.

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Teaching Staff Pay Scale & Benefits Information

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

#### **Completing and returning your application**

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, *My New Term*. A link to the platform can be found on the Godalming College website [www.godalming.ac.uk/Working\\_For\\_Us](http://www.godalming.ac.uk/Working_For_Us).

The closing date for receipt of applications is Tuesday 28<sup>th</sup> April 2026 at 9am.

#### **Short-listing and interview arrangements**

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application. **We plan to hold interviews on Tuesday 5<sup>th</sup> May at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

*"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".*

*"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".*

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2025, the Autumn Term began on 26<sup>th</sup> August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack, alongside information on where to find information on College benefits.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure with children's barred list, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## Head of Department for Modern Foreign Languages

The College is eager to appoint a dynamic and innovative Head of Department for our Modern Foreign Languages Department on a full-time or substantial part-time basis. The successful candidate will lead the department in the delivery of A-Level Spanish and French, taking responsibility for all teaching staff, language assistants and course management. They will be an outstanding teacher of Spanish with a strong understanding of the A-Level curriculum. Ability to teach A level French as well is desirable but not essential. Previous experience of managing a successful team, or the ambition and potential to progress into a Head of Department role, is vital.

### The MFL Department

- A levels in Spanish and French are offered as part of our core provision to 16-19 students. In addition, we offer three enrichment courses (Italian for beginners, Spanish for beginners and German for beginners). Both A level courses follow the AQA specification.
- The Department has an excellent record of outstanding student achievement, high quality provision and innovative curriculum development as well as strong learner voice outcomes.
- Examination performance is very strong both in terms of headline results and value added. In summer 2025 exams, A-Level Spanish achieved a high-grade rate of 77.8% while A level French achieved 72.7%. Both courses had 100% pass rate and both had positive value added.
- The MFL Department consists of 6 members of staff, including a Head of Department, 1 other teacher of Spanish and two teachers of French (one of whom is course leader for French A level). In addition, there are two language assistants (one for Spanish and one for French) who run the weekly, small group conversation classes with students.
- The Department benefits from modern, purpose-built accommodation in large classrooms, with teacher access to PCs as well as personal laptops.
- The Department has a very inclusive and supportive culture and a strong team ethos, sharing resources and the teaching of groups.
- The Department runs weekly lunchtime workshops and all members of the team contribute to these.
- All teachers are expected to act as a personal tutor, to a group of approximately 21 students.
- The college day is 8.45 until 4.15 and each teaching period is 45 minutes long with most lessons being doubles (90 minutes).

## Head of Department – Modern Foreign Languages Job Description

**Job Title:** Head of Modern Foreign Languages

**Line Manager:** Director of Faculty

### Summary of Job

In line with the College Strategic Plan, the Head of Department will ensure high quality teaching and learning in the Department to enable all students to succeed and progress. The Head of Department is responsible for the quality of outcomes and will work with their team to enable the very best experience and outcomes for their students.

### Main Responsibilities

#### Leadership and Management

- Responsible for the leadership and management of all courses within the department in line with College policies
- Ensure the effective and efficient delivery of teaching, learning and assessment across all department provision
- Set high standards for students learning and outcomes across the department
- Lead and regularly reflect on the department's curriculum intent, schemes of work and general understanding of the specifications, ensuring all members of the department keep up to date with developments in the courses that they provide
- Ensure Health & Safety requirements are understood and met throughout the department
- Undertake appropriate activities concerned with marketing, recruitment and liaison which are relevant to both the department and the wider interests of the College
- Develop links with employers, HE, local schools, and other relevant agencies where possible and applicable to support the best possible experience for students
- Promote curriculum developments in response to changing needs of students and national trends
- Select specifications and liaise with Exam Boards and the College Exams Officer as necessary
- Organise and chair half-termly department meetings to ensure the effective running of the department

#### Quality Assurance

- Ensure appropriate and effective monitoring, assessment, recording and evaluation of student progress and performance
- Ensure the department Markbook records are kept up to date and are in line with the College Assessment Cycle
- Produce an annual Self-Assessment Report (SAR) and Development Plan and ensure progress is made with targets set
- Support and implement College quality assurance procedures for the department, including the lesson observation system
- Ensure the department is confident with, and prepared for, an Ofsted Inspection

#### Management of Staff

- Contribute to the appointment of new staff in the department and their subsequent induction and support as new members of the team
- Carry out annual professional reviews of the department team to College set deadlines
- Identify training needs and contribute to the professional development of the department team
- Manage the department timetabling process by deploying the staff resource in the department effectively

**Other responsibilities**

- Liaise and advise the Director of Faculty on departmental resource requirements
- Manage the department budget as effectively as possible and make bids for additional funds as required
- Represent the department at faculty meetings and feedback ideas/decisions as appropriate to the department
- Take part in the interviewing of prospective students
- Communicating and consulting with the parents of students and prospective students including attendance at Parents' Evenings and Open Evenings
- Fulfil the responsibilities of a teaching member of the subject as detailed in the job description for a teacher
- Participate in the College's Professional Review scheme
- Always adhere to the College's IT Acceptable Use Policy
- Participate in the maintenance of satisfactory standards of health, safety, and security in relation to the department in accordance with College policies
- Demonstrate an awareness and unrelenting commitment to Safeguarding, Equality, Diversity and Inclusion, Health and Safety and Data Protection
- Carry out any other reasonable request, as may be required from time to time, by the Principal

## Head of Department – Modern Foreign Languages Person Specification

The successful candidate will have the following essential qualifications, experiences, skills, and qualities:

### Qualifications

- Be a graduate with native or near-native Spanish proficiency, either as a native speaker or through completion of a degree with significant Spanish-language content.
- Have an appropriate teaching qualification

### Experience and Skills

- A high level of fluency in Spanish, with excellent pronunciation and cultural awareness
- Experience and ability to successfully teach A Level Spanish
- Have a record of high student achievement through their own teaching
- Very good organisational ability
- Ability to lead and co-ordinate a range of teachers, language assistants, examiners and external speakers
- Excellent communication skills
- Ability to manage quality assurance to sustain and improve departmental performance
- Willingness to be flexible in relation to change
- Experience and ability to manage the health and safety requirements that come with the remit of the department
- Have links with HE, employers, industry professionals to inspire students' progression plans and overall course engagement and enjoyment

### Personal Qualities

- Enthusiasm for languages and an ability to deliver them in an engaging and imaginative way
- Interest in students as individuals including advancing their learning and being involved in other aspects of their development
- High expectations of students and staff
- Commitment to ongoing professional development including familiarity with curriculum developments in the subject area
- Ability to inspire and improve learning and promote success
- Commitment to the College Enrichment Programme.
- Commitment to continued learning and professional development
- Ability to relate well with students and develop good working relationships with other staff
- Ability to motivate others and lead a Departmental team, favouring a participative and open management style
- Ability to work within a team under the leadership of a Director of Faculty

### Desirable

- Some experience of leading a team/a course
- Experience of teaching the AQA Specification for A Level Spanish
- Experience of examining the subject
- Aspiring Head of Department (or equivalent) training
- Experience of managing a budget
- Ability to teach French to A-level

## Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

[https://www.godalming.ac.uk/Staff\\_Benefits\\_Guide\\_2025-026.pdf](https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf)

## Godalming College Teacher Pay Spine – 1<sup>st</sup> September 2025

Plus Fringe Allowance on all points £1,341

### a) SFCA National Spine (NSP)

NSP1	£33,465
NSP2	£34,752
NSP3	£36,718
NSP4	£38,975
NSP5	£41,174
NSP6	£43,915
NSP7	£45,699
NSP8	£48,734
NSP9	£51,714

### b) Godalming College Single Leadership Spine

A	L1	£52,146
	L2	£53,030
	L3	£53,930
B	L4	£54,848
	L5	£55,780
	L6	£56,730
C	L7	£57,693
	L8	£58,674
	L9	£59,672
D	L10	£60,686
	L11	£61,719
	L12	£62,768
E	L13	£63,833
	L14	£64,919
	L15	£66,024
	L16	£67,146
	L17	£68,287
	L18	£69,446
	L19	£70,627
	L20	£71,828
	L21	£73,050

### c) Godalming Responsibility Allowances

R1	£685
R2	£1,571
R3	£2,474
R4	£3,390
R5	£4,324
R6	£5,272