



Mossbourne  
Federation

## **Job Description**

**Head of Learning Area -  
Modern Foreign  
Languages**

**Extended Leadership**



<b>POSITION</b>	Head of Learning Area, Modern Foreign Languages, and member of Extended Leadership Team
<b>SALARY</b>	Leadership Pay Spine – competitive
<b>START DATE</b>	<b>September 2025</b>
<b>HOURS</b>	40 hours per week
<b>FULL TIME EQUIVALENT</b>	Full Time, 52.143 weeks per annum
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Senior Leadership Team
<b>LOCATION</b>	Mossbourne Port Side Academy
<b>KEY WORKING RELATIONSHIPS</b>	SLT, ELT, Teachers, Support staff, Students and Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Port Side Academy (MPSA)

Mossbourne Port Side Academy is a secondary school located in Stanford-le-Hope, Essex. It offers a curriculum for students aged 11 to 16, focusing on academic achievement, personal development, and preparing students for future success.

In addition to core academic subjects, MPSA offers a range of extracurricular activities to promote student engagement and personal growth. The academy values student well-being and works to create a positive culture, helping students build confidence, resilience, and leadership skills.

MPSA is committed to ensuring that all students build the knowledge, character, and qualifications that will open the doors to the future they dream of. Our students leave prepared to make a meaningful impact on the world and bring positive change to their communities.

MPSA has recently entered an exciting new chapter in joining the Mossbourne Federation - an organisation known for its exceptionally high standards, where students consistently achieve some of the best outcomes in the country. This is a thrilling time for our academy, offering us a fantastic opportunity to grow, evolve, and thrive as we continue our mission to provide our students with the outstanding education they deserve.

If you would like to be part of the team that is improving the life chances of our students, then please read on.



## **The Extended Leadership Team (ELT)**

The ELT consists of the Principal, the Senior Leadership Team (SLT), and the other Heads of Learning Area. The ELT supports the Principal and SLT in both the day-to-day running of the Academy and in shaping the medium and longer-term strategy for maintaining superb standards for our staff and students. The ELT, on a rota, run the senior detention and carry out senior duties, as well as being highly visible staff who are always available to support all staff in the Academy.

## **The Modern Foreign Languages Learning Area**

The Modern Foreign Language (MFL) Learning Area currently employs the equivalent of three full-time teachers but we have exciting and ambitious plans to grow the team significantly with the introduction of Languages, particularly Spanish, as a compulsory subject at GCSE. We are committed to exposing students to the global stage and we believe that exposure to different cultures and a different language is a key part of offering an exceptional education. Responsibility for the learning area is shared between the Head of Learning Area (HoLA), another post-holder. Languages teachers at Mossbourne Port Side Academy (MPSA) are passionate about their subject and collaborate closely in pursuit of excellence; it is an exciting place to teach Languages.

## **Job Summary**

We are seeking an outstanding leader and practitioner who is ready to join the Extended Leadership Team and lead this crucial learning area. We encourage applications from teachers with experience leading a department as well as middle leaders who are looking to make the step up to their first head of department role. The successful applicant will be passionate about Spanish, have excellent subject knowledge and have the determination and ambition to lead a high-performing team. They will be well organised, willing to go the 'extra mile' and will embody the high standards that we expect from all. They will be instrumental in ensuring that outstanding teaching and learning is secured and maintained in the learning area.

## **Main Duties & Responsibilities**

- To join the Extended Leadership Team and ensure outstanding outcomes for students in the learning area.
- To promote the Academy's ethos of high aspirations and outstanding performance in all areas.
- To model, in everything you do, the Federation's values of excellence, no excuses and unity.
- To promote and be committed to the Academy's aims and objectives and to implement Academy policies.
- To performance-manage staff within your learning area.
- To observe colleagues as part of their performance management and give objective feedback, setting targets where appropriate.
- To keep abreast of developments in the curriculum and ensure that these changes are implemented in lesson delivery and schemes of learning.
- To undertake duties, including senior duties, as directed and in accordance with Academy expectations.
- To attend and support all Academy events, including parents' evenings and results days.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To oversee Prep lessons, including delivery of 'Bourne Scholar' sessions, as directed and in accordance with Academy expectations.
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Person Specification				
E Essential  Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
<b>Experience</b>				
E	A proven track record of success in middle leadership	X	X	
D	Ability to teach your subject at all key stages	X	X	X
E	A track record of supporting staff in improving their practice	X	X	
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students	X		X
E	Ability to reflect on your own and student performance in lessons and adapt practice accordingly	X	X	X
E	Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work			X
E	Effective planning, assessment and record keeping	X	X	
E	Ability to work independently and as part of a team, contributing to INSETs	x		x
E	To develop & maintain positive relationships with all stakeholders	X	x	
E	Effective classroom management and efficient organisation of resources	X	X	X
<b>Qualifications</b>				
E	A good degree in the subject or a related subject.	X		X
E	Qualified Teacher Status (QTS).		X	
<b>IT knowledge</b>				
D	Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point).		X	
D	Ability to swiftly adapt to and use a variety of software systems.		X	
D	Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area.		X	X
<b>Behavioural Competencies</b>				
E	Excellent analytical and multi-dimensional communication skills	X		X
D	Strategic approach, ability to see the 'big picture'	x		
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	Ability to meet all deadlines internally and externally ensuring output consistently is of an exemplary standard	X		



E	The upmost integrity and exceptional motivation & commitment.	X		
E	Proactive approach with efficient time management & prioritisation skills.	X		
E	Genuine interest in & passion for the education of young people & the will to contribute to the wider life & community of the Federation.	X	X	
<b>Applicable to all staff</b>				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	X	X	X
E	Recognise your role as part of the success of Mossbourne.	X	X	X
E	Play an active role in the safeguarding of all students and adults.	X	X	X

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***