



MILTON
ABBEY
SCHOOL

LEARN
DIFFERENTLY

Information for applicants

Teacher/Head of MFL

Closing date: 28th February 2025



Winner: **School of the Year** | Silver Awards: **Teacher of the Year** | **Student of the Year**
Pearson BTEC Awards 2019

About Milton Abbey School

Introduction from the Head

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils." | **Milton Abbey School teacher**

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary." | **Parents of a Sixth Form student**

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond." | **Sixth Form student**

"Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school." | **Parents of a Lower School pupil**

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Pastoral elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 225 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE:	Teacher/Head of Modern Foreign Languages (MFL) Across all year groups - <i>Fluent in Spanish and/or French</i>
RESPONSIBLE TO:	Deputy Head Academic
JOB PURPOSE:	To carry out the function of a teacher at Milton Abbey in accordance with the stated aims, policies and procedures of the School and the Department and to meet or exceed all requirements of the Teachers' Standards

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities (as teacher):

- Deliver quality and engaging lessons throughout Key Stages 3-5.
- Plan effective teaching that is responsive to pupils' learning requirements.
- Adopt a positive, encouraging approach in the classroom while maintaining good classroom management and a supportive learning environment.
- Ensure prompt and effective marking and return of pupils' work, and to ensure use of assessment, recording and reporting on the development, progress and attainment of pupils.
- Maintain up-to-date records of attendance, assessment, planning, reports and communication with parents.
- Play an active role in the extra-curricular life of the Department, contributing to enrichment extension programmes, evening duties, on-site exhibitions, off-site trips and open days.
- Promote and facilitate the progress and well-being of pupils as tutees.
- Be aware of and provide for pupils with known learning differences
- Participate in ongoing professional development as well as attend meetings and other activities, both in and out of school, which provide opportunities for the exchange of views and collaborative work.

Duties and Responsibilities (Specific to Head of Department role):

- To manage the delivery of MFL to all year groups and levels including A Level.
- To develop schemes of work for all key stages and oversee development of new course material
- To chair and minute weekly MFL Department meetings, coordinating teaching and learning across all year group
- To continue to raise exam results through effective delivery and management of MFL
- To liaise with the Examinations Officer regarding pupil exam entries
- To be accountable to SMT for external examination results
- To oversee the CPD of all members of the department
- To be responsible for the MFL department budget

In addition, the post holder may be expected to:

- cover for absent colleagues
- be involved in the extra-curricular programme such as sports coaching, or be involved in the wider part of school life such as CCF, music, drama, etc.
- tutor a small group of pupils in the boarding house, in the evenings, every week. These meetings build good relationships between staff and pupils and are essential to the long-term success of the school. Patience, consistency, discretion and empathy are just some of the qualities a good tutor should have in order for the tutorial system to promote the pupils' all-round development
- to be available for the supervision of a small number of weekday and weekend duties. This can include, for example socials, or accompanying trips or activities.

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

Hours & Holidays Milton Abbey term dates amount to the equivalent of around 30 full teaching weeks per annum. In addition to generous holiday periods between each half term, teaching staff also enjoy 3-day exeat weekends off during most half terms (typically Thursday lunchtimes until Monday morning). Whilst you will be very busy during term time, for the vast majority of the year, teaching staff are only 2 or 3 weeks away from an exeat or holiday period.

School term dates can be found here: [Milton Abbey - Term Dates](#)

Salary: A competitive salary is offered to the successful candidate depending on experience and qualification.

Probation: The position is subject to a 16-week probationary period.

Pension: Pension scheme offering employer contributions of up to 25.1% of salary together with the ability to sacrifice pension contributions for additional take-home pay. Pension scheme members also benefit from life assurance and sickness insurance.

Medical Fitness: Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Check

(DBS): As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

References: In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880306.

Please address your letter to the Head, James Watson and send the letter, application form and any supporting paperwork to;

By post

Mrs Grace Brown
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e.: current photocard driving licence, passport).
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg marriage certificate, to confirm change of name.
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.