

The **Emmbrook** School



Applicant Information Pack: Curriculum Leader for MFL

Full-time

Closing date: Monday 29th September 2025



Contents

Our School.....	4
Curriculum and Qualifications	5
Pastoral Life.....	6
Our Culture.....	6
Our Values	8
Our Schools	9
Job Description	11
Person Specification	14
About Wokingham	15
The Process and How to Apply.....	16
How We Use Your Data	17

An exciting opportunity in a popular, successful school

Since 2019 The Emmbrook has grown significantly, from under 800 students to nearly 1,400 at present. During this period, we have seen our results go from strength to strength and we are a school with outcomes well ahead of the national average.

Applications are invited from well qualified and enthusiastic teachers of MFL to join our MFL Department. We are committed to ensuring that every child is supported to learn and thrive.

MFL is taught across all Key stages. If you are committed to providing young people with the best possible education, have a track record of securing above average progress for learners at GCSE and the ability to inspire and motivate students and colleagues, we would like to hear from you.

The Emmbrook is a flourishing school full of energy and high expectations. It was judged good in all areas when last inspected by Ofsted (October 2023).

We offer:

- A culture and ethos where staff work collaboratively, feel valued and are well supported.
- A thoughtful and impactful approach to continuing professional development.
- A strong commitment to the wellbeing of all staff.
- A school where our pupils "are focused on their learning" and "take pride in rising to the school's high behaviour expectations" (Ofsted, 2023).
- A strong track record of rising outcomes at KS4 and in the Sixth Form.
- Being part of The Circle Trust, giving you access to a network of experienced educational leaders and mentors.

As Curriculum Leader for MFL you will:

- Be utterly ambitious for every student that you teach.
- Have a love of your subject and the skills, talent and energy to bring that to every lesson.
- Work collaboratively with department and school colleagues.
- Share our FAIR values (family, ambition, integrity and respect).

To arrange a visit or apply

Sarah Farndon (Head's PA) – vacancies@emmbrook.wokingham.sch.uk Tel. 0118 978 4406

Applications can be made via the [application form](#) on our school website

Closing date: Monday 29th September

Please note, applications will be reviewed daily and we reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our School

The Emmbrook is a mixed 11-18 comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We have a strong sense of community. When Ofsted last visited (October 2023) we were proud of the first line of the report which began “pupils and parents value the ‘family feel’ of the school and how welcoming it is.”

You would be joining an amazing staff body. We are collaborative and supportive. Our CPD programme is organised by staff for staff; such peer-to-peer support allows every member of staff to develop and grow their professional expertise.

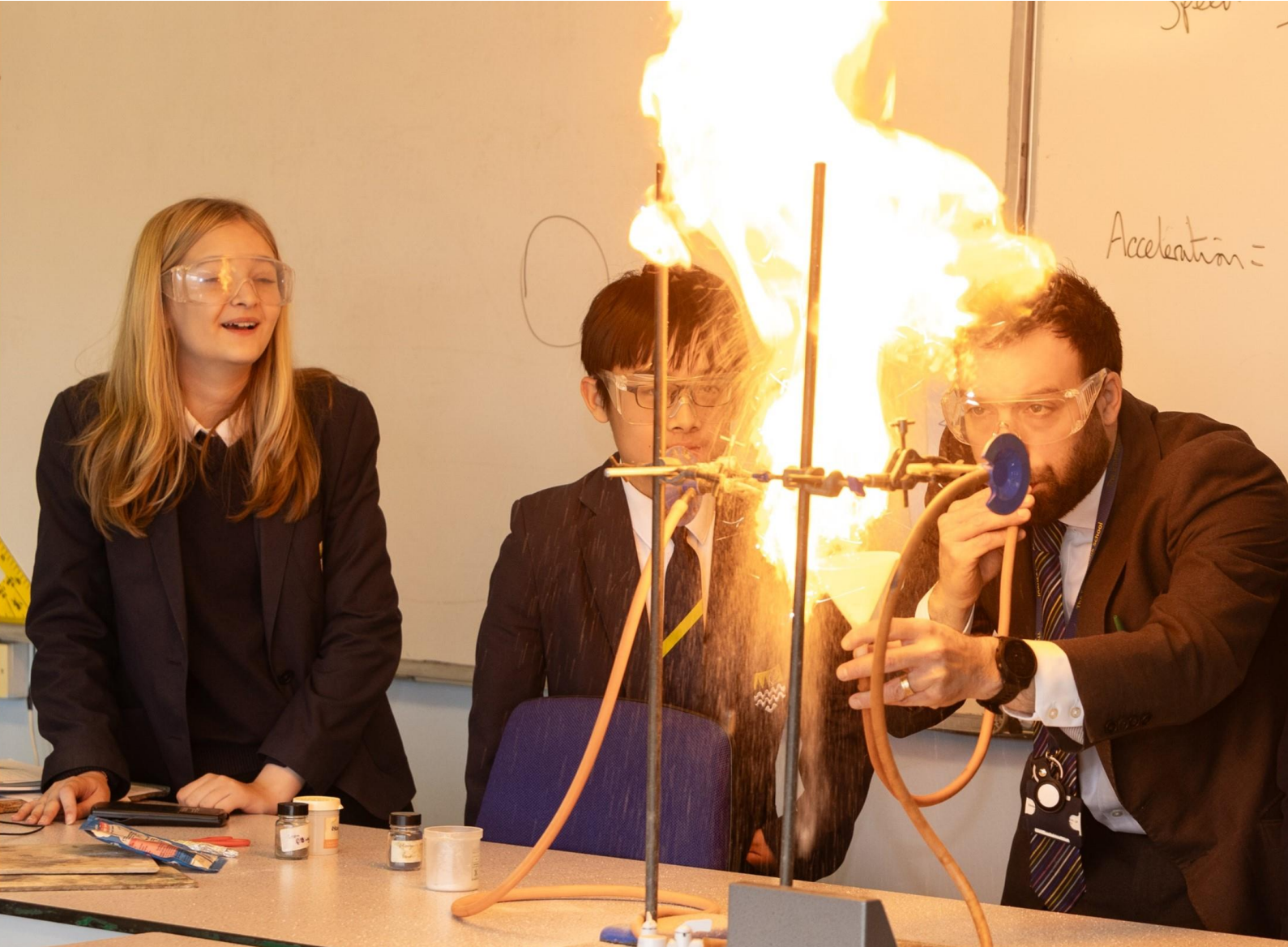
The hard work and dedication of staff is leading to rising standards and a track record of academic outcomes improving overtime. We are determined to sustain this journey.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	210
Number on Roll (NOR)	1,359
Ofsted (October 2023)	Good in all areas

Modern Foreign Languages Department

Languages are an essential element of our curriculum. All students have the opportunity to student French and Spanish in KS3, with both subjects offered as GCSEs in KS4. At KS5 we offer A-level Spanish. It is a large team of six specialist languages teachers (with this post taking the team to 7).



Curriculum and Qualifications

We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high-quality learning experiences, and promote aspirational performance and progress for all its students. Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge. We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



Pastoral Life

The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills. We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe. Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.

We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet). There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school. Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

Family	Ambition	Integrity	Respect
We support each other in everything that we do.	We are determined to achieve excellence.	We are always honest and do the right thing.	We treat everyone and everything with care.

Our Culture

We have four values (family, ambition, integrity and respect) that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Nine Mile Ride Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](https://www.thecircletrust.co.uk/) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Job Description

Salary	MPS/UPS + TLR 2.3	Reporting to	SLT Line Manager
Contract	Full-time permanent	Start Date	January 2026

Job Purpose

- Take responsibility and accountability for the day to day leadership and management within the MFL department.
- Develop teaching and learning across the department.
- Support the professional development of MFL teachers.
- Line manage identified colleagues.
- Assist in the smooth running of the school and the department.

Main Duties & Responsibilities

Main Duties & Responsibilities	
Teaching, Learning & Assessment	To lead the development of appropriate programmes of study, schemes of assessment, resources, marking, assessment, teaching and learning strategies in the department. To actively monitor and follow up student progress. To ensure that assessment decisions are standardised across all department teachers and reflect accurately national standards, including accurate reporting to students, parents and the Leadership team. To implement school policies and procedures. To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. To establish the proves of the setting of achievement targets within the department and to work towards their achievement. To establish common standards of practice within the department and develop the effectiveness of teaching and learning in all subject areas within the department.

	To contribute to the school procedures for lesson observation/learning walks and work scrutiny. To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. To make use of analysis and evaluate performance data provided. To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. To produce reports within the quality assurance cycle for the department. To produce reports on examination performance, including the use of value-added data. In conjunction with the relevant member of the Leadership Team, to support the department's collection of data. To provide the Local Advisory Body with relevant information relating to the departmental performance and development.
Leadership and Management	Support and implement the vision and ethos of the school. Contribute to, implement and evaluate the success of the School Development Plan relevant to your TLR area. Ensure that the work of the team/whole school is inclusive and issues are addressed in curriculum and/or pastoral management. Ensure policies are translated into practice by the team and that you bring to the attention of the Leadership Team any which may need revisions or amendments. Together with the Leadership Team, lead on the school self-evaluation and policy documents. Manage effectively the transition of pupils to and from your phase and within it. Promote cross curricular approaches to teaching and learning. Be a proactive and effective member of the middle leadership team. Be an effective role model for your team in terms of teaching, behaviour and classroom management.
Resource Management	The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. To lead curriculum development for the whole department. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To liaise with the Leadership Team to maintain accreditation with the relevant examination and validating bodies.

	To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
Staffing	To implement School quality procedures and to ensure adherence to those within the department. To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. To undertake teacher appraisals and to act as reviewer for a group of staff within the designated department. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. To promote teamwork and to motivate staff to ensure effective working relations. To participate in the school's ITT programme. To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Other	To ensure that all members of the department are familiar with its aims and objectives. To ensure effective communication/consultation as appropriate with the parents of students. To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies. To contribute to the school liaison and marketing activities, e.g the collection of material for press releases. To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at open days/evenings and other events. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager. Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person Specification

		Essential	Desirable
Knowledge & Qualifications:	Qualified teacher status	✓	
	Degree in a relevant subject	✓	
	Further professional qualifications		✓
	Understanding of developments in the MFL curriculum	✓	
	Knowledge of school accountability measures		✓
	Understanding of school-based performance management and appraisal	✓	
	Understanding of current developments in education	✓	
	Excellent subject knowledge	✓	
	Ability to deliver MFL throughout KS3 & KS4	✓	
	Ability to deliver A-level in a MFL subject		✓
Abilities & Experience	Proven classroom teacher experience in a secondary school	✓	
	Effective positive behaviour management	✓	
	The ability to track and monitor student progress and use the information to inform teaching and learning	✓	
	A willingness to train and share methodology within initial teacher training	✓	
	Knowledge of AfL and active learning techniques, with the ability to implement them through the taught curriculum	✓	
	Effective user of ICT to promote learning	✓	
	Experience leading projects or initiatives	✓	
	Experiencing leading a group or team		✓
	A proven track record of impact beyond your own classroom		✓
	A willingness to develop MFL through extra-curricular activities	✓	
	Ability to be an effective form tutor	✓	
Personal Qualities	Communication skills (both orally and in writing) – expressing points clearly, understanding others' views and responding in a manner appropriate to the situation	✓	
	Decision making skills – the ability to investigate, solve problems and make decisions	✓	
	Strong leadership qualities	✓	
	Personal impact, self-confidence and presence	✓	
	Energy, determination and perseverance	✓	
	Enthusiasm and commitment	✓	
	Reliability, integrity and a sense of humour	✓	



Photo taken by Stewart Turkington Photography

About Wokingham

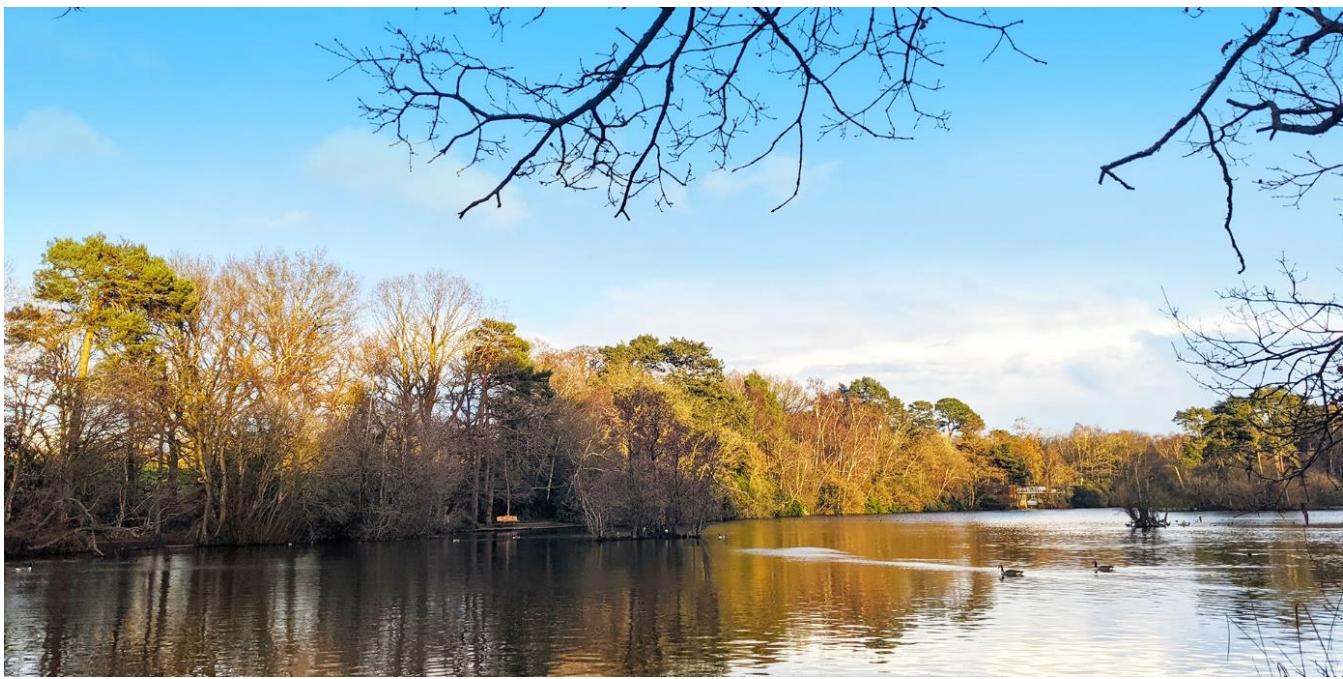
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The Process and How to Apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is Monday 29th September. Applications can be via the application form on our school website. Please send your application to Sarah Farndon (Head's PA) - vacancies@emmbrook.wokingham.sch.uk tel. 0118 978 4406 Applications will be acknowledged by email on the next school day.
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How We Use Your Data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

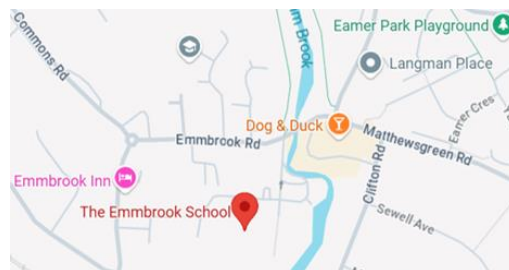
If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



The Emmbrook School

**Emmbrook Road
Wokingham
RG41 1JP
0118 978 4406**



The Emmbrook School is an academy and part of The Circle Trust.

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS.

Further information about The Circle Trust is available at www.thecircletrust.co.uk.