



SUNBURY MANOR SCHOOL

# Head of Geography Application Pack



[www.sunburymanor.surrey.sch.uk](http://www.sunburymanor.surrey.sch.uk)





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# Message from the Headteacher

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join our school. Since I joined Sunbury Manor School in September 2021, I have found a vibrant, energetic school with students who want to learn, who want to do well and most importantly, are proud members of their community. Staff are completely committed to our students and to providing a high-quality education in a happy and purposeful environment.

We are incredibly proud of our academic, wider curricular and sporting successes and the contributions and commitment our students and their families give to our school. We are a truly comprehensive school in the heart of the Sunbury On Thames community. Our school is one where students come to be inspired, challenged and supported; in and out of the classroom, a school with high aspirations for every student.

Kind regards,

A handwritten signature in black ink that reads "M. Prentice". The signature is written in a cursive style with a horizontal line underneath the name.

Michelle Prentice  
Headteacher





# Message from Head Student

## **What is good about our school?**

Sunbury Manor is a school that focuses on making school life a great experience for its students, this is done by creating a sense of belonging right from the beginning. As soon as you enter Sunbury Manor you can instantly feel and see the strong work ethic and attitude the students have to make sure they are the best they can be.

Sunbury Manor has a large selection of subjects with specialised teachers who help the students achieve the best they can and push them even further. The teachers at Sunbury Manor are always willing to help students with their problems which contributes to the sense of belonging you feel at SMS.

Another great thing about Sunbury Manor is that we offer a multitude of opportunities to our students, for example, the school has run trips to countries like France, Belgium, Spain, India and many others. Other opportunities Sunbury Manor provide are things like sporting teams who play locally and also in competitions and if sports aren't your thing, Sunbury Manor has clubs after school which you can join at any time.

## **Why you should work here?**

Sunbury Manor is the perfect place to work because you will be having a huge impact on students' lives and will be helping them set and achieve their career goals, whilst working in an environment which will make you feel a part of Sunbury Manor.



**Ethan Freeman**  
**Head Student**

# Message from Deputy Head Student

## **What is good about our school?**

Every morning when I walk through the school gates I know that no matter what lessons I have that day there is going to be a moment where I laugh. It could come from sitting in the canteen and laughing with friends or laughing at something in lessons. On the days when the laughter feels like it is going to be a little more out of reach, I know instead that when I do walk through the doors there are people that I can talk to.

Because of teachers at this school, I have been able to fall in love with lessons that I maybe haven't liked previously. This has been down to the way it's taught and the way that teachers have been able to make their lessons ones that I've looked forward to when I've seen it on my timetable.

## **Why should you work here?**

I know that in years to come that I will look fondly back on memories at Sunbury Manor. The majority of which are founded on the teachers. The teachers here have shaped me into the person who I am now – each one helping me to discover my passions in life. I know that from a student's perspective that we wouldn't be able to be the person who we are without the teachers here at Sunbury Manor, and not just because of their lessons and the subjects that they teach.

You should become a teacher at this school to help more people create memories here that are founded upon you. Ones that in ten or twenty-years' time you will be the teacher who they remember clear as day. And the lessons that you shared.



**Amelie House**  
**Deputy Head Student**

# Message from Head of Humanities

Dear potential colleague,

Thank you for your interest in the post of Head of Geography at Sunbury Manor School. I hope that the information outlined here will give you a brief introduction into the Humanities Faculty and our ethos.

The Geography department is a successful and popular department that is included in the Humanities Faculty. Our Geography teachers are highly experienced and well respected by both students and peers alike. Currently, Geography is a popular option at Sunbury Manor School and that is down to the well-structured and engaging curriculum that has been developed. We truly value the contribution Geography plays in making our students global citizens.

We introduce our students to Geography at KS3, where our Year 7s have three lessons a fortnight that continues throughout Years 8 & 9, which we believe allows our students to make an informed decision on whether to take the subject at GCSE level. At this level our students receive 5 hours of teaching over the fortnight. We offer a knowledge rich curriculum with fundamental skills underpinning everything we do to ensure students are ready for the next stage of their Geography education. We follow the Edexcel GCSE Geography course which provides students with a robust course of study developing many transferable skills, not just for Geography, but a variety of subjects at further or higher education.

The Humanities Faculty consists of 3 History teachers, 3 Geography teachers, 2 RE teachers and 2 Citizenship teachers. We have a wide range of experience, including some who are very established and some who are at the early stages of their career which provides a great balance of experience, new ideas and enthusiasm. We all hold a common passion for sharing our love of the subjects and helping our students to achieve their very best. Within the Humanities Faculty, there is a strong emphasis on teamwork. Each member of the team has a unique part to play and there is plenty of opportunity for collaboration, ranging from regular formal faculty meetings to less formal subject sessions which are used to develop good practice and curriculum planning.

The subject is housed in three specialist teaching rooms located within the Humanities Block which also houses the faculty office and store room.

The Humanities Faculty looks forward to welcoming a new colleague in to this role who will bring fresh ideas to strategically develop the curriculum and enrich learning through extra-curricular experiences.

I hope the information above will encourage you to apply for the post. If you would like any further information, would like to talk about the post in more depth or wish to visit the school before applying, please contact [lcannon@sunburymanor.surrey.sch.uk](mailto:lcannon@sunburymanor.surrey.sch.uk) who will be happy to arrange this.

I look forward to hearing from you.

Yours sincerely,

Mark Shutt

Head of Humanities



A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can

develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.





## Head of Geography

Salary: £26,948 -£42,780 | TLR 1.1: £8,709 | Full time & Permanent | Start date: Sept 2022

**Required for September 2022 start**

**Are you passionate about teaching and learning?**

**Are you passionate about your subject?**

We are seeking to appoint an inspirational Head of Geography to join a school that has high expectations and high aspirations for all of our students. Applications are welcome from both experienced heads of department or subject leaders who are able to teach across the ability range and across Key Stage 3 and 4.

You will be supported by strong leadership in the school coupled with a fantastic team spirit and genuine collegiality across the team and across the school. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor is a Good school (Ofsted, October 2019).

Sunbury Manor has a very clear ethos and you will see it if you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

We offer an excellent Professional Development programme at all stages of a teacher's career, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, access to Surrey Extra (a flexible staff benefits scheme), staff laptop and an active staff Health & Wellbeing group.

If you would like to visit the school prior to making an application, please do not hesitate to contact us to arrange this. To apply please use the apply now button and complete the online application form.

**Closing date: 23rd May 2022 @ 9 am**

**Interview date: 26th May 2022**

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.



# Job Description Head of Subject

## RESPONSIBLE TO

Head of Creative Arts

## OVERALL RESPONSIBILITY

Overall responsibility: To be a model of excellence in leading the strategic and long-term development of Art & Photography.

### Section 1 – Leadership & Management responsibilities:

1. To ensure that all members of the Art department provide high quality learning experiences for all learners
2. To coordinate and manage the work of specialist teachers and monitor their performance
3. To ensure that all staff are fully up to date with recent developments in their subject area
4. To develop the Art & Photography curriculum to meet the needs of all learners
5. To have overall responsibility for curriculum development and planning in all key stages linked to an excellent knowledge of external assessment and standards
6. To secure outstanding progress and outcomes for all learners
7. To undertake quality assurance of the work and progress of the department team
8. Coach and mentor teachers
9. Lead CPD to develop outstanding teaching and learning across the department
10. To report to Leadership Team and governors (when requested) on the quality of education in the department

## SECTION 2 - GENERAL TEACHING DUTIES

### Leading Teaching and Learning

1. To monitor student learning through effective teaching in the Art Department and in accordance with the Department's schemes of work and policies
2. To monitor continuity, progression and cohesiveness in all teaching across the department and take appropriate action where it is not
3. To regularly monitor the delivery of the curriculum
4. To ensure that across the department a variety of methods and approaches (including differentiation) are used to match curricular objectives and the range of student needs, and ensure equal opportunity for all students
5. To monitor homework regularly, (in accordance with the School homework policy), and to check that it is set to consolidate and extend learning and encourage students to take responsibility for their own learning
6. To ensure that department staff work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons
7. To model and set high expectations for all staff and students, to deepen their knowledge and understanding and to maximise their achievement
8. To model and use positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem. To support department staff with behaviour management.
9. To oversee a programme of extra-curricular activities including; clubs, trips, visits and intervention/revision sessions.
10. To ensure where possible, that appropriate work is set to cover absences

### Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students across the department
2. To lead on and oversee internal and external examinations

3. To monitor that marking is completed in accordance with the marking policy
4. To lead on, and work with subject teachers in analysing examination results and assessment data to plan interventions
5. To monitor student work and ensure the assessment policy is followed

### **Subject Knowledge and Understanding**

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study and specifications for examination courses
2. Keep up-to-date with research and developments in pedagogy and the subject area

### **Professional Standards and Development**

1. Be a role model to staff and students through personal presentation and professional conduct
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time
3. Cover for absent colleagues as is reasonable, fair and equitable
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT
5. Establish effective working relationships with all staff
6. Be involved in extra-curricular activities such as contributing to after-school clubs and visits
7. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare
8. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
  - have SEN
  - have high academic potential
  - are not yet fluent in English
9. Uphold and maintain the practice, ethos and policies of Sunbury Manor School at all times

### **Health and Safety**

1. Monitor and uphold health and safety requirements within Art department
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
3. Notify the site team immediately of any concerns in the classroom environment that might compromise the health and safety of students and staff
4. Co-operate with the employer on all issues to do with Health, Safety & Welfare

### **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
3. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
4. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

**N.B:** Every subject teacher will be expected to have pastoral responsibilities.

This job description will be reviewed from time to time and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

# Person Specification

## Classroom Teacher

	Essential	Desirable
<b>Current Circumstances</b>	<ul style="list-style-type: none"> <li>Currently teaching in the UK and has the right to live and work here</li> </ul>	
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Good honours degree in an appropriate subject</li> <li>Qualified teacher status (UK or approved equivalence)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continued professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of successful teaching 11-16 students across a number of years</li> <li>Evidence of developing others</li> <li>Evidence of excellent progress for students of all abilities</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a single subject or Key Stage</li> <li>Experience of coaching / mentoring</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Experience of curriculum development</li> <li>Experience of developing assessment</li> <li>Experience of carrying out quality assurance</li> <li>Ability to develop teaching and learning standards in others</li> <li>Experience of devising and implementing strategies to improve student progress</li> <li>Ability to interpret data and use it to inform planning / intervention</li> </ul>	<ul style="list-style-type: none"> <li>Experience of marking public exams</li> <li>Member of a professional association</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to motivate and inspire staff and students</li> <li>Ability to support &amp; challenge</li> <li>Ability to be part of, and lead a successful team</li> <li>Ability to manage workload and meet deadlines</li> <li>Strong communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of line managing / appraisal</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>A commitment to the wellbeing of staff and students</li> <li>Highly motivated</li> <li>Positive and appropriate role model for staff and students</li> </ul>	