



SUNBURY MANOR SCHOOL

Head of MFL Application Pack



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Message from the Headteacher

Dear potential colleague,

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

Languages is a growing Faculty with French being added to Spanish for Key Stage 3 in September, with the goal of giving students the opportunity to study dual languages through Key Stage 4. This is the perfect opportunity for an existing leader of languages or an aspiring leader to shape the future of language learning for students at our school.

Languages is becoming more and more popular at our school and we are passionate that all students should be able to communicate in another language and to see themselves as global citizens. The Faculty is well resourced and supported. The Faculty has four large, modern classrooms in the newest building in the school, all equipped with smart board technology. We have four enthusiastic and dedicated language teachers who go the extra mile for the students every day.

At Key Stage 4 students follow the Edexcel GCSE Spanish (1SP0) course. The Key Stage 3 schemes of learning prepare students well for the listening, speaking, reading and writing elements.

The Languages 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 who will be happy to arrange this.

I look forward to hearing from you,



Mrs 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



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 MFL

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 for our MFL Faculty to join a school that has high expectations and high aspirations for all of our students. Applications are welcome from both experienced heads of Faculty 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 MFL Faculty 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 MFL

RESPONSIBLE TO

Deputy Headteacher

OVERALL RESPONSIBILITY

Overall responsibility: To be a model of excellence in leading the strategic and long-term development of the MFL Faculty.

Section 1 – Leadership & Management responsibilities:

1. To ensure that all members of the MFL Faculty provide high quality learning experiences for all learners
2. To coordinate and manage the work of subject leaders 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 MFL curriculum to meet the needs of all learners
5. To work with subject leaders and 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 Faculty team
8. Coach and mentor subject leaders
9. Lead CPD to develop outstanding teaching and learning across the Faculty
10. To report to Leadership Team and governors (when requested) on the quality of education in the Faculty

SECTION 2 - GENERAL TEACHING DUTIES

Leading Teaching and Learning

1. To monitor student learning through effective teaching in the MFL Faculty and in accordance with the Faculty's schemes of work and policies
2. To monitor continuity, progression and cohesiveness in all teaching across the Faculty and take appropriate action where it is not
3. To regularly monitor the delivery of the curriculum
4. To ensure that across the Faculty 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 Faculty 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 Faculty 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 Faculty
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 leaders 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 Faculty 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 MFL Faculty
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
Current Circumstances	<ul style="list-style-type: none"> Currently teaching in the UK and has the right to live and work here 	
Qualifications and Training	<ul style="list-style-type: none"> Good honours degree in an appropriate subject Qualified teacher status (UK or approved equivalence) 	<ul style="list-style-type: none"> Evidence of continued professional development
Experience	<ul style="list-style-type: none"> Evidence of successful teaching 11-16 students across a number of years Evidence of developing others Evidence of excellent progress for students of all abilities 	<ul style="list-style-type: none"> Experience of leading a single subject or Key Stage Experience of coaching / mentoring
Knowledge and understanding	<ul style="list-style-type: none"> Experience of curriculum development Experience of developing assessment Experience of carrying out quality assurance Ability to develop teaching and learning standards in others Experience of devising and implementing strategies to improve student progress Ability to interpret data and use it to inform planning / intervention 	<ul style="list-style-type: none"> Experience of marking public exams Member of a professional association
Skills	<ul style="list-style-type: none"> Ability to motivate and inspire staff and students Ability to support & challenge Ability to be part of, and lead a successful team Ability to manage workload and meet deadlines Strong communication skills 	<ul style="list-style-type: none"> Experience of line managing / appraisal
Personal attributes	<ul style="list-style-type: none"> A commitment to the wellbeing of staff and students Highly motivated Positive and appropriate role model for staff and students 	