

# Sutton Grammar School



## French Teacher Information for Candidates

# Headmaster's welcome



Sutton Grammar School stands out as a superb institution, with a well deserved local and national reputation for its kind, inclusive and dynamic community, as well as its excellent academic outcomes. It is a thriving and purposeful school that puts the nurture of its students' welfare on a par with the nurture of their intellect.

We very much appreciate our staff as our greatest asset. It is the knowledge and commitment of the staff that makes a huge difference to the quality and breadth of the educational and extra-curricular experiences we can offer our students. We seek to reflect this in our supportive and friendly staffroom culture and our 'improve, not prove' approach to appraisal and professional development.

At Sutton Grammar we embrace and celebrate difference and we are proud to be an equal opportunity employer. All staff who work at Sutton Grammar will find an environment that is safe, engaging and embodies the school ethos of excellence, integrity, kindness and community.

Please read carefully through this pack, which includes our safeguarding, equality and data protection statements, prior to applying.

We very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ben Cloves'.

Ben Cloves  
Headmaster



# Why work at Sutton Grammar



## Our staff

Staff wellbeing is paramount at Sutton Grammar. The whole staff are professionally supportive, fostering an environment where commitment to relevant and high-quality training is a shared goal. Continuous Professional Development is not just a routine but a thoughtful process tailored to individual needs and personal career progression. The camaraderie among our staff is clearly expressed through various events, from the Christmas quiz night to a summer barbecue and weekly sports activities like five-a-side football and badminton, creating a strong sense of community. The staff room is a friendly and busy place at lunchtimes, although the breaktime biscuits are always the highlight of the week.

There is also a staff committee who not only help to organise events but also meet once a term to discuss policies, proposals and staff welfare. This collaboration promotes a dialogue and flexibility that aids a healthy work-life balance. Sutton Grammar is also part of the Employee Assistance Programme (EAP). The EAP is staffed by a team of highly trained and qualified professionals who are experts in fields such as wellbeing, family matters, relationships, debt management, workplace issues, consumer rights and much more. Our admissions policy offers advantageous conditions for current staff who would be interested in their children applying for a place at the school.

## Staff testimonials

*"Teaching ambitious, motivated students is a joy. SGS is a high-achieving school with a heart; we're not an exam factory. There is a real sense of community and pride among the staff, students, families and community of Sutton Grammar."*

*"The strong academic culture and positive behaviour at SGS mean teachers can spend more time and energy on excellent teaching, rich schemes of work and a wealth of extra-curricular."*

*"The students are so passionate and hard-working, which means teaching is centred around a shared passion for your subject. The most impressive thing about SGS is the variety and quantity of extra-curriculum offered to our keen students. It's hard not to get involved with such an enthusiastic group of students."*

# Why work at Sutton Grammar



## Opportunities to get involved

For many staff, one of the benefits of working with such enthusiastic and engaging pupils is the motivation this affords to get involved in a range of extra-curricular opportunities.

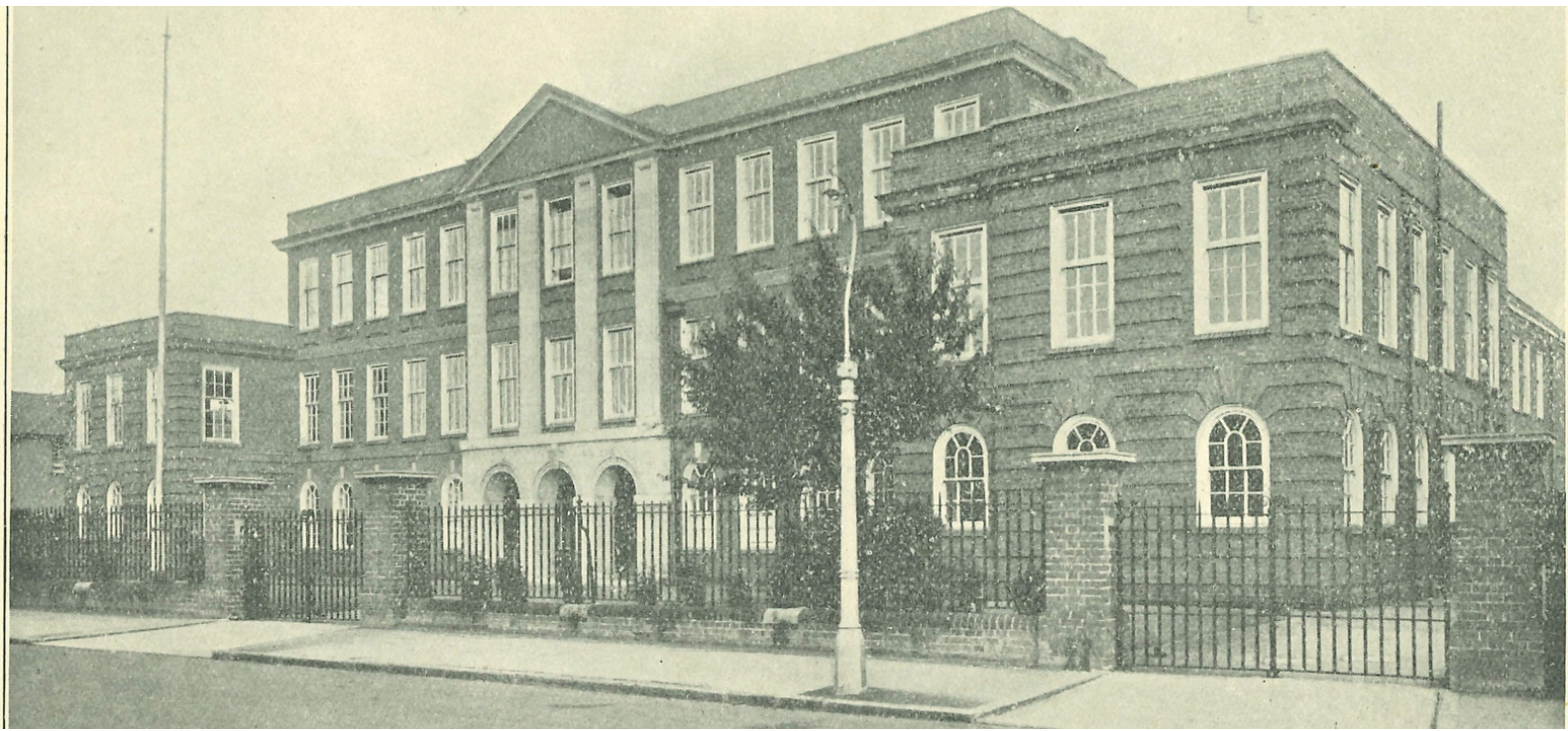
We provide a large extra-curricular programme at lunchtimes and after school, including board games, history and environment clubs, chess teams, orchestra and music clubs, debating teams and much more. If you're a sports fan, there is always the chance to step on our beautiful playing fields and try your hand at coaching football and cricket teams or help out at athletics events. The school also has a thriving Combined Cadet Force that is attended by a large number of our pupils. To view our current extra-curricular clubs timetable, please [click here](#).

Trips run throughout the school year, ranging from conferences in London to skiing in the Alps. These provide another rich selection of experiences for students and staff alike. Several of these trips occur in Activities Week in the summer term, where the whole school takes part in a variety of extra-curricular pursuits. These include day trips to London and language trips to France, Germany and Spain. Other trips include visits to Washington, Iceland, Devon, Berlin and WWI battlefields. The Duke of Edinburgh Scheme is a popular pursuit for pupils, and staff have the opportunity to join these weekends for a chance to explore the great outdoors.

*'It is very often the activities outside of the classroom that will give our pupils their first opportunities of leadership and service. They learn to work together, learn to take initiative, learn how to lose and learn which things are more important than winning and losing' - Mr Costello, Head of Curriculum*

*'The best thing about coming to SGS is the range of extra-curricular clubs and activities because there are so many to choose from. You will definitely find one you like, and you can even start your own club' - Ben, Year 8 pupil*

# Why work at Sutton Grammar



## School history

Sutton Grammar School was founded in 1899 and moved to its present location in 1928. Its motto *Keep Faith* was adopted in 1954, replacing its previous motto *Floreat Suttona* (may Sutton flourish).

There is a thriving House system within the school. After years of a four-house system, a fifth house was introduced in 2017 to accommodate an increase in the number of students entering the school. The houses are named after the four roads around the school, with the fifth house being named after the original site. Each year the House Shield is fiercely contested by pupils, who score points for their houses through a variety of competitions including, arts, music, science, sports and literature.

The Old Suttonians Association is an organisation for former pupils and staff which hosts several events each year and fields numerous sports teams. Many Old Suttonians offer mentoring and careers advice to current students and work hard to maintain close links with the school.

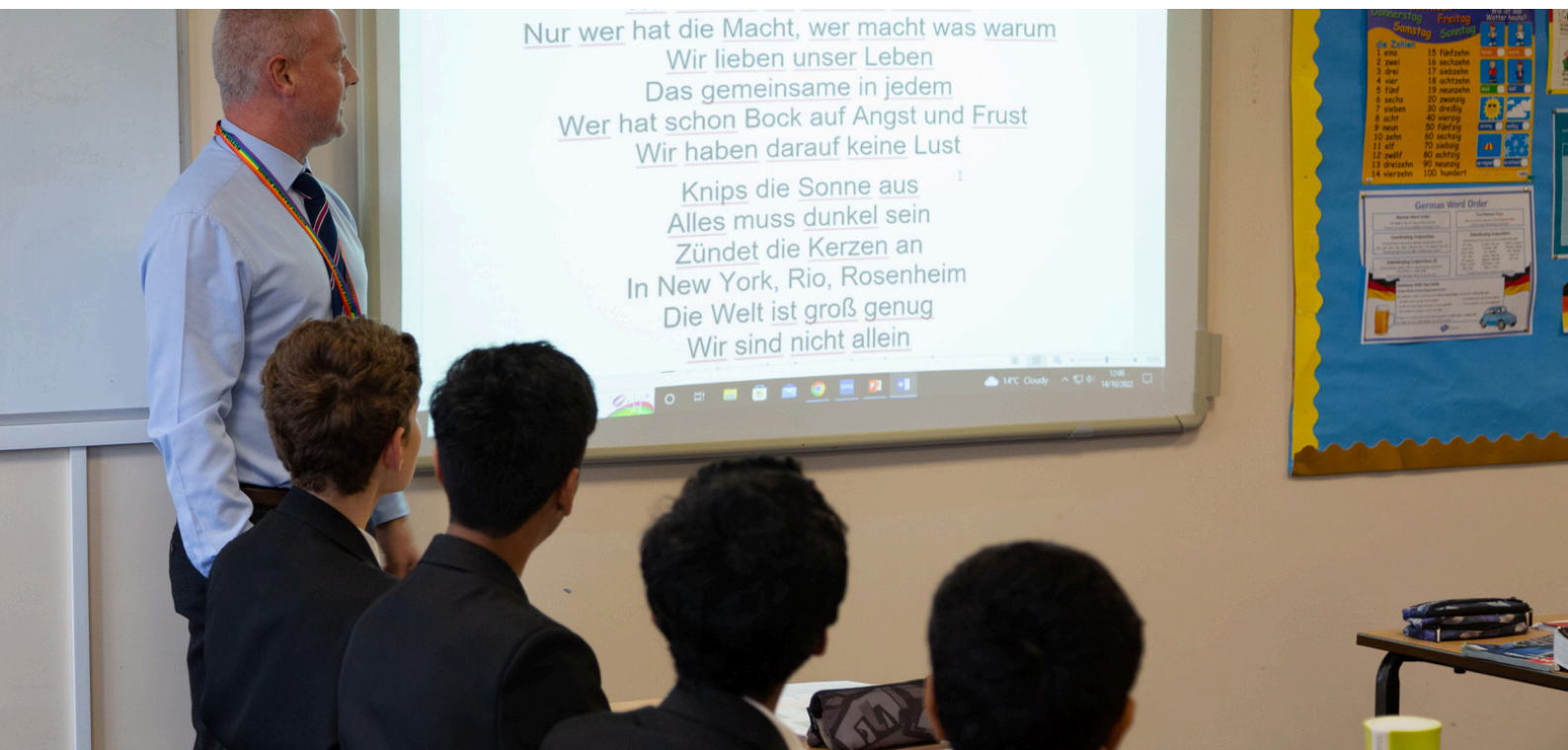
## Our location

The school is located in the heart of Sutton, a town with a thriving high street, excellent transport links and numerous green spaces in the town and nearby.

The school is just a short stroll from Sutton's mile-long high street, which boasts many popular, well known stores. There are numerous restaurants, bars and even a live music venue for those looking to socialise after work.

Sutton train station is half a mile from the school and boasts direct rail links to Clapham Junction, Victoria, London Bridge and St Pancras International. Sutton is also served more than 20 bus routes and has good links by car to the M25 and A3.

# About the role



## French Teacher

Sutton Grammar School is seeking to appoint a part-time French teacher. This is an exciting and rare opportunity to join one of the top-performing schools in England.

With a track record of outstanding results, the Sutton Grammar School MFL Department is a small team of full and part time staff. You will be joining a supportive and energetic group of capable teachers who work hard to provide a rich curricular and extra-curricular experience for its students. You will be asked for, and can expect to have, input into curriculum design and developing innovative schemes of work across all key stages. In the lower years, the focus in French is very much on promoting a love of the subject as well as starting to develop the academic skills crucial to further study. We run regular extra-curricular trips and activities. The department organises trips to France, Germany and Spain as an integral part of its programme of study.

We are seeking someone who:

- Is passionate about sharing their knowledge and love of French with our pupils
- Employs a creative approach to developing lessons and collaborates effectively with colleagues
- Has strong communication

At Sutton Grammar School we offer:

- The opportunity to work with bright, perceptive and ambition young people
- First class pastoral care with a clear focus on the wellbeing of students and staff alike
- A well established, successful Department
- A friendly team working in the best interests of our pupils but also of one another

# MFL Teacher Job Description

**Salary/Grade:** M1-U3

**Reporting to:** Head of Department

**Responsible for:** The provision of a full learning experience and support for pupils.

**Liaising with:** head/deputy head/assistant heads, teaching/support staff/external agencies and parents.

## **Purpose:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/ form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

## **MAIN DUTIES**

### **Operational/ Strategic Planning**

- To assist in the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject.
- To contribute to the subject and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities.

### **Curriculum:**

- To assist the Head of Department to ensure that the department provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's overall objectives.
- To assist with extra-curricular activities within the department, including school trips

### **Staff Development:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the school's performance management process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

# MFL Teacher Job Description

## **Quality Assurance:**

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures and to seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

## **Communications:**

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in school.

## **Marketing and Liaison:**

- To take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools and contribute to the development of the school's website.

## **Management of Resources:**

- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the school, department and the pupils.

## **Pastoral System:**

- To apply the behaviour management systems so that effective learning can take place.
- To be a form tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the form tutor group as a whole.
- To liaise with the head of year to ensure the implementation of the school's pastoral curriculum.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans, subject reviews and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff

# MFL Teacher Job Description

## **Pastoral System continued:**

- To contribute to PSHE, citizenship, enterprise and other cross-curricular initiatives according to school policy

## **Teaching:**

- To undertake a designated programme of teaching, including the setting and marking of work, and ensure a high quality learning experience for pupils using a variety of teaching methods.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that literacy, numeracy and any current school foci are reflected in the teaching/learning experience of pupils
- To prepare and update subject materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

## **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and school policies and to encourage other staff and all pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by members of SLT not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors, telephone callers and e-mailers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description may be changed by the Headmaster to reflect the changing needs/policies of the school in line with the school development plan.

# MFL Teacher Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Be prepared to work towards QTS in first 3 years of employment if not qualified</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate level qualification</li> <li>• Qualified Teacher Status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful teaching experience</li> <li>• Experience of working within a successful team</li> <li>• Ability to teach specialist subject from KS3,KS4 and up to KS5</li> </ul>	<ul style="list-style-type: none"> <li>• Proven Track record of academic success within the subject area</li> <li>• Experience of contributing to or running extra-curricular clubs and activities</li> </ul>
Teaching and learning	<ul style="list-style-type: none"> <li>• Ability to prepare and deliver high quality lessons in a selective and high ability environment</li> <li>• Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students</li> <li>• A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>• Experience of effective monitoring and evaluation of teaching and learning</li> <li>• Successful assessment of teaching and learning practises and strategies to improve practitioner skills</li> <li>• Excellent interpersonal skills, able to work effectively with other (including pupils, colleagues and parents)</li> <li>• Excellent organisational and time management skills with the ability to prioritise and work to deadlines</li> <li>• Ability to maintain confidentiality</li> <li>• Confident user of ICT (SIMS) to aid administration, safeguarding and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of statutory requirements relating to the curriculum and assessment</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Ability to provide clear information</li> <li>• Experience of offering challenge and support to improve performance</li> <li>• Ability to write regular student reports as per the school reporting schedule</li> </ul>	

# MFL Teacher Person Specification

Category	Essential	Desirable
Skills, Qualities & Abilities	<ul style="list-style-type: none"><li>• Ability to organise work, prioritise tasks, manage time effectively and work to deadlines</li><li>• Confidence, drive, enthusiasm and compassion</li><li>• Ability to inspire, motivate and support students</li><li>• High quality teaching skills</li><li>• High expectations of students' learning and attainment</li><li>• Strong commitment to school improvement and raising achievement for all with a commitment to maintaining the caring and supportive ethos of the school</li><li>• Flexibility and resilience</li><li>• Ability to remain positive and enthusiastic when working under pressure</li><li>• Commitment to the safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>• Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, students, parents, governors</li></ul>

## How to apply

Closing date for applications: **Sunday 18th May 2025**

Date for interviews: **Thursday 22nd May 2025**

To apply please use the online application form - Quick Apply, via the TES website.

We reserve the right to invite shortlisted candidates for interview ahead of the closing date and may withdraw this vacancy at any time if there is a good level of response. We would therefore recommend that you submit your application as early as possible.

If you have not been called for interview by 22nd May then your application has been unsuccessful.



Sutton Grammar School is a safer recruiter. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) and an internet and social media check. Sutton Grammar School is an equal opportunities employer.

### **Safeguarding Statement:**

Sutton Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

Sutton Grammar School has policies and procedures in place to deal effectively with child protection and safeguarding issues, which include tackling radicalisation and extremism, together with recording and monitoring processes. All staff are trained to a level appropriate to their safeguarding responsibilities.

To promote a safe environment for students, SGS employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

### **Equality Statement:**

Sutton Grammar School is fully committed to equality and to valuing diversity as an employer and a provider of education, and so Sutton Grammar School is committed to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### **Data Protection:**

As part of our recruitment process, Sutton Grammar School collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please see our website

## Excellence Kindness

## Integrity Community

### Excellence

We strive to reach a standard of excellence in everything that we do. From tasks and activities inside and outside the classroom, to being a role-model and ambassador for the School. Excellent effort and participation are on a par with excellent academic outcomes.

*"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." - Will Durant, American historian and philosopher*

### Integrity

We aim to always be honest and hardworking, and to take decisions and actions informed by our principles. We will act with good character when we are unwatched as watched.

*"I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have." - Abraham Lincoln, 16th President of the United States*

### Kindness

We will endeavour to make kindness a feature of all interactions in our School. We are friendly, generous and considerate.

*"What wisdom can you find greater than kindness." - Jean-Jacques Rousseau, Genevan philosopher, writer and composer*

### Community

Our strength comes from our tolerance, inclusivity and cohesion. A sense of belonging to an SGS family that will last beyond our years at school. Seeking to serve more than just ourselves.

*"Education is for improving the lives of others and for leaving your community and world better than you found it." - Marian Wright Edelman, Civil Rights activist*

