



English Teacher
(Part-time)

'To Love is to Live.'



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

Diversity and Inclusion

Manor House School is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.



Dear Applicant

Thank you for taking the time to consider applying for the position of part-time English Teacher. We are looking for a strong candidate who will be able to work part-time for 16 lessons plus generous non-contact allowance, over four or possibly three days.

I hope that after reading the enclosed information you will be excited and encouraged to join our team. Manor House School is based in Bookham, near Leatherhead in Surrey.

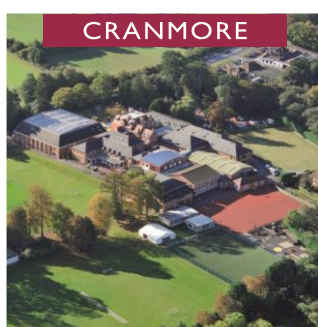
Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school.

English is a popular subject that the girls enjoy studying. In addition to the Key Stage 3 and 4 curriculum, colleagues in the Humanities faculty organise a number of activities and trips to enrich the learning experience both at home and overseas.

We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and is firmly committed to independent education.

Ms Tracey Fantham
Headteacher





About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys from Nursery to Year 2), located in the village of Bookham, Surrey. We are part of the Effingham Schools Trust, working in partnership with the neighbouring schools St Teresa's and Cranmore, delivering all the advantages of

both single sex and co-education to girls and boys. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Horsham, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning, and our pupils' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day-to-day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



Our Values

A Love of Learning

We aim to develop happy young women who believe in their abilities and achieve their personal best.

Academic Excellence

Our seven core values, seen on the left, underpin our school maxim "To love is to Live".

Unforgettable Experiences

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every pupil academically, whilst ensuring that she is happy and participative and excels in a range of activities.

Individual Challenge

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.

Happy and Healthy

Creative and Collaborative

Future Leaders



Our Team Benefits

Manor House School employs over eighty staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

Benefits at Manor House School alongside our free parking include:

- access to great support and facilities including an iPad to support teaching and learning
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of classroom behaviour
- favourable school holidays
- small, safe environment
- well-resourced professional development programme
- cross collaboration and professional development across the Trust
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24 hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4pm
- significant reduction of fees for own children attending Manor House or other

Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our pupils to achieve their very best. Hard work always produces results and academic success for each and every pupil is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each pupil is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep pupils achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our pupils.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.

Pastoral and other Responsibilities

- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend assemblies, staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and whole-school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook and on SharePoint.
- Attend mandatory training annually or when requested.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague on a daily basis only.
- Accept any reasonable responsibility delegated by the Headteacher or Deputy.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.

Job Description

The Role

Reporting to the Head of English the part-time English teacher will be accountable for pupil progress and development, working together in the department to deliver an appropriately balanced, relevant, and differentiated curriculum for all, which is exciting and far-reaching. The role is part-time over 4 or possibly 3 days. Exact sessions TBC.

Key Responsibilities

Learning and Teaching

- Teach an appropriate lesson load, as appropriate to skills and qualifications to the needs of the curriculum
- To set pupils in appropriate teaching groups and to allocate staff to those groups
- To encourage pupils to pursue English courses in post 16 places of study
- To assess and monitor pupil progress, taking action if intervention is required
- To organise and oversee a club and revision classes

School improvement and quality assurance

- To actively inspire and promote English throughout the school including supporting or leading Literature based assemblies (usually twice yearly)
- Ensure internal assessments and examinations are set and administered professionally
- Liaise with the HOD on matters relating to external examinations
- To ensure that internal tests and examinations are set and administered professionally
- Undertake professional development as agreed with school leaders
- Assist with the development and upkeep of quality wall displays to promote a lively and stimulating environment

Pupil Support

- Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- Meet with parents as necessary

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.

- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

The main duties are listed above but some individual tasks which need to be undertaken may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team.

Person Specification

Qualifications	Essential	Desirable
Degree (hons) in English or English related studies + QTS/PGCE	Yes	
Current DBS (MHS will conduct DBS check)		Yes
Experience Skills & Knowledge	Essential	Desirable
Excellent classroom practitioner with excellent standards of behaviour	Yes	
Ability to teach English Language & Literature to GCSE with proven results	Yes	
Excellent interpersonal and communication skills (written and oral)	Yes	
Ability to command respect of students/parents/staff	Yes	
Ability to maintain and manage relationships with parents who have high expectations of the school	Yes	
Sound understanding of secondary curriculum	Yes	
Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Experience of using technology to enhance learning	Yes	
A proven track record of successful teaching	Yes	
Ability to work and lead effectively as part of a team	Yes	
Understanding of current good practice in teaching and learning across different key stages	Yes	
Record of continuing professional development	Yes	
Planning and implementation of strategies which impact on outstanding pupil progress	Yes	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Excellent communicator at all levels	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	
Evidence of sharing in and contributing to the corporate life of the school	Yes	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	Yes	
Open-minded and receptive to new ideas, approaches and challenges with sense of humour	Yes	
Excellent organisational skills	Yes	
Competence in ICT	Yes	
High expectations of self and others	Yes	
Commitment to involvement in extra-curricular activities	Yes	

Application Process

**Closing date for applications is Tuesday 28 May 2024
09.00am.**

Please submit your application via

Ms Rostron

(HR and Compliance Officer)

Manor House School

Manor House Lane

Bookham

Surrey

KT24 4EN

If you have any further queries, please contact Ms T Rostron via the following email:

TRostron@manorhouseschool.org

For any other enquiries please contact our main office on 01372 458538 or visit

www.manorhouseschool.org

