

# Welcome to Sunbury Manor School

## Director of Achievement (with responsibility for Mathematics & Computing)



Commitment | Community | Responsibility | Kindness | Respect



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# Message from the Headteacher

Dear potential applicant,

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 us. We are proud to be a true community comprehensive school. We are driven by the principle that every young person deserves a high-quality education and the opportunity to develop their individuality, opinions and identity in a safe and supportive environment.

We live by our school values of commitment, community, responsibility, kindness and respect, and these values are present in all we do each day. Staff are dedicated to ensuring that students receive excellent pastoral care and personal development through our life skills, citizenship and character education programmes.

Our broad and balanced curriculum ensures that students are equipped for the next stage of their education, while providing the opportunity to develop passion and interest in a wide variety of subjects, both inside and outside of the classroom.

We are ambitious for all our students and I am dedicated to ensuring that we enable every child to achieve their very best. While we face a number of challenges to this mission, I will endeavour to lead the staff and students of Sunbury Manor on this journey to academic success.

I am delighted that you are interested in applying for the post of Director of Achievement (responsibility for Mathematics & Computing). You would be joining the team at an exciting stage of its development as we continue to adapt our curriculum and practice in order to give our students the best learning experience.

I hope the information enclosed 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 Amanda Cole who will be happy to arrange this.

[acole@sunburymanor.surrey.sch.uk](mailto:acole@sunburymanor.surrey.sch.uk)

Kind regards,



**David Lee**  
**Headteacher**



# Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





# About Sunbury Manor

**COMMITMENT**

**COMMUNITY**

**RESPONSIBILITY**

**KINDNESS**

**RESPECT**

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1000 students 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.



**Director of Achievement**  
**(with responsibility for Mathematics & Computing)**  
**Salary: Leadership PayScale (L11—L14 Fringe)**  
**Permanent & Full-time | Start date: September, 2025**

**Required September, 2025.**

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

We are excited to recruit to this brand new post of Director of Achievement with responsibility for Maths & Computing who will contribute to formulating aims and objectives to support our school improvement plans. We have high expectations and high aspirations for all of our students and you would be responsible for developing and evaluating your area of the curriculum to ensure it is ambitious, whilst meeting the needs of all learners.

Applications are welcome from experienced teachers (no ECTs) who are able to teach across the ability range and across Key Stage 3 and 4 with a degree in Mathematics and/or Computing who are ready to progress their career in the field of education.

You will be joining a school with fantastic team spirit and genuine collegiality across the team. 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 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), free gym membership at the neighbouring leisure centre and staff laptop and a free lunch whilst on duty.

To apply please use the apply now button and complete the online application form.

**Please refer to the online advertisement for confirmation of the job closing and planned interview dates.**

**This vacancy is open to new applications only and is not suitable for ECTs. We strongly encourage early applications. Applications will be considered as they are received and we reserve the right to appoint before the closing date. All applicants must have the right to live and work in the UK.**

**Important information:** Please note as part of the schools safer recruitment process we engage with an external provider to complete a full Social Media check on all shortlisted/recruited applicants. The process is a mandatory part of our recruitment process and requires the agreement in advance from the applicant, If you do not/will not give agreement to such searches then please **do not apply** as we will not be able to further your application.

**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**



# Job Description

## Director of Achievement

(with responsibility for Mathematics & Computing)

<b>Job title:</b>	Director of Achievement
<b>Salary:</b>	Leadership Pay scale L11-L14
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Headteacher via designated line manager
<b>Responsible for:</b>	Academic outcomes at KS3 & KS4 in designated area of responsibility and line management of designated area staff
<b>Line management:</b>	Subject leaders, teachers, support staff

### Purpose

To be accountable for and provide professional and strategic leadership and day to day management of core responsibilities, under the direction of the relevant member of the Senior Leadership Team. These include:

- Contribute to the strategic leadership of the school as part of the team of directors, developing, implementing and evaluating systems, policies and procedures
- Lead and develop subject leaders, and other staff in the designated subject areas, driving consistency of approach
- Ensure a world class curriculum is in place for all designated subjects
- Promote the highest standards of learning and teaching within your curriculum area, share best practice with other curriculum areas and develop the whole school model for outstanding practice
- Be accountable for standards of achievement in designated subject areas
- Utilise tracking of achievement to measure impact and identify areas for improvement and required intervention
- Liaising with other teams across the school to ensure a cohesive approach
- To assist in identified projects as required

### Safeguarding

- To uphold the school's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all students
- To ensure that risk assessments and health and safety checks are carried out in line with School policy

### Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- Be accountable for students' achievement improving standards in attainment and progress across designated subject areas
- Be responsible for improving standards in attainment and progress across designated subject areas
- To oversee and evaluate the use of regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardized /moderated thoroughly
- Use assessment and other data to identify underperformance, including for particular student groups and implement strategic interventions in designated subjects
- Maintain standards of conduct in subject areas, providing support and training to staff where need is identified

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- To promote ethnically sensitive and anti-discriminatory practice and ensure equal opportunities and health and safety policies and procedures are fully integrated in the work of the school
- Adhere to School policies, procedures and core values as set out in the documentation available to all staff

#### Strategic Leadership and Management

- In consultation with staff and governors maintain the ethos, vision and aims of the school including the drafting of relevant policies
- Secure the achievement of key performance targets identified in the School Strategic Plan
- Plan and delivering School policy in key areas
- Produce annual strategy plans for subject areas, aligned with the school development plan, and monitor and evaluate the delivery and impact
- Plan the deployment and development of staff expertise to achieve strategy plan objectives
- Line manage and appraise staff including subject leaders
- Supervise the line management and appraisal of staff, identified by the Headteacher, including all those for whom the post-holder is the key link
- Produce reports as required on student achievement and subject curriculum
- Effectively manage budgets in order to progress agreed team and School priorities, maximise achievement and ensure value for money

#### Staff Development

- Lead on the support, development and training of staff regarding area of responsibility
- Be responsible for the deployment of staff and the day-to-day management of area of responsibility, acting as a positive role model
- Support and challenge team members, including in circumstances when they are underperforming
- Organise effective team meetings centered on raising achievement.

#### General

All School staff are expected to:

- Work towards and support the school's vision and the objectives
- Fully subscribe to the School Values of Respect, Commitment, Kindness, Responsibility and Community in regard to themselves, the school and our young people
- Communicate effectively to all members of the team
- Support and contribute to the school's responsibility for safeguarding students
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to School policies, procedures and core values as set out in the documentation available to all staff
- Engage actively in the performance review process
- Ensure that the confidentiality of sensitive information and data is not compromised
- Other responsibilities as reasonably requested and commensurate with the grading of the post
- Any such duties that may from time to time be reasonably assigned by the Headteacher



# Person Specification

## Director of Achievement

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Criteria	Qualities	Essential	Desirable
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or Equivalent</li> <li>• Qualified teacher status</li> <li>• Evidence of and commitment to continuing professional development</li> <li>• Ability to teach Mathematics and Computing across KS3 &amp; KS4</li> </ul>	✓ ✓ ✓ ✓	
<b>Experience, Knowledge, Skills/Competencies</b>	<ul style="list-style-type: none"> <li>• Successful secondary school teaching experience with experience of teaching across the age and ability range</li> <li>• At least 3 years' experience working in a challenging urban context</li> <li>• Knowledge of a creative range of pedagogic approaches to delivering your subject</li> <li>• Evidence of developing extra-curricular opportunities which support engagement with your subject</li> <li>• Experience of Ofsted inspection processes</li> <li>• Recent experience of successfully line managing and developing a team</li> <li>• Experience of leading Mathematics and/or Computing through school improvement</li> <li>• Proven track record of raising pupil attainment and progress</li> <li>• Ability to teach mathematics and computer science to key stage 4</li> <li>• Knowledge of best practice in developing teaching practices which stretch and engage the most able</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓        ✓
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Evidence of leadership impact on a curriculum or whole-school project</li> <li>• Demonstratable ability to manage the process of change effectively</li> <li>• Contribution to staff professional development</li> <li>• Demonstratable ability to motivate, develop and inspire staff and to encourage student and parental involvement</li> </ul>	✓ ✓  ✓	  ✓

## Person Specification

### Director of Achievement

(with responsibility for Mathematics & Computing)

Criteria	Qualities	Essential	Desirable
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Teaching is consistently good or excellent</li> <li>• Supporting/coaching colleagues in developing their classroom practice</li> <li>• Experience of using assessment data to inform appropriate teaching and learning</li> <li>• Evidence of subject enthusiasm and involvement with wider subject associations or networks</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Ability to work with students to ensure their views and opinions are heard</li> <li>• Successful engagement with Senior Leadership Team</li> <li>• Evidence of working effectively with members of the local community</li> <li>• Evidence of effective collaboration with other education providers and agencies, including cross-phase partners</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div>	<div>✓</div> <div>✓</div>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>• Demonstratable experience in role modelling all standards of behaviour</li> <li>• Ability to think strategically, creatively and to prioritise</li> <li>• Excellent communication skills (including written, oral and presentation skills)</li> <li>• Excellent interpersonal skills</li> <li>• Secure record of good attendance and punctuality</li> <li>• A commitment to the school's vision, values, aims and the objectives</li> <li>• A genuine commitment to improving outcomes for all students and to overcoming the challenges presented in education</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	

**Notes:**

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

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_