

"An individual approach to academic success"

## RS Subject Leader (Part time)







# 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.



Dear Applicant,

Thank you for taking time to consider applying for the senior school part time subject leader for RS. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint for the Autumn term 2019 or Spring term 2020.

We expect all our Teachers to be inspirational role models with a passion for developing both excellence and inclusive participation in their subject.

Manor House is a fantastic place in which to work. 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.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is diligent, has high expectations and is firmly committed to girls' independent education.

I very much hope that after your initial investigations, you are encouraged to apply.

Ms 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, complemented with state-of-the-art educational facilities, 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 in the Nursery and Kindergarten), located in the village of Bookham, Surrey. 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, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls 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 girls' 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.





A Love of Learning

Academic  
Excellence

Unforgettable  
Experiences

Individual  
Challenge

Happy and Healthy

Creative and  
Collaborative

Future  
Leaders

## Our Values

Our School maxim- "an individual approach to academic success" is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

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

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 girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

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





## Our Team Benefits

Manor House School employs over one hundred 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
- well resourced professional development programme
- 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
- reduction of fees for own children attending Manor House



## Teaching at Manor House

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 girl 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 girl 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 girls 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 girls.

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

- If required, take pastoral responsibility for a tutor group in Key Stage 3 or 4.
- 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 Senior Department 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.
- 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.
- 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.



## The Department

As one of two teachers in Religious Studies you will enable the students to look at a variety of religions, including Judaism, Islam and Sikhism. All religions are explored in Religious Studies with particular emphasis on Christianity whose values of spiritual awareness, understanding and respect for others are expressed in the way girls throughout the school treat one another.

Christianity is the foundation of the curriculum investigations so you will spend time studying the impact the Bible has had on shaping people's lives. In Year 9 and throughout the studies the students examine their own journey of faith; asking lots of questions and listening to each other's views. The department visit the NW Surrey Synagogue, Bookham Baptist Church, Shah Jahan Mosque and the Life of Christ at Wintershall. At GCSE level, students study Ethics and Christianity which is a challenging course and involves the understanding and interpretation of the world we live in – and developing informed opinions for ourselves.

Those girls not participating in GCSE will continue with aspects of general religious studies through Personal Social and Health Education (PSHE), topics such as the searching for happiness, crime and punishment, the existence of God and moral decision making are delivered in tutor time as one element of a wider PSHE programme.



# Job Description

## **The Role**

Reporting to the Head of Humanities, the RS subject leader is accountable for pupil progress and development and must work together with the other RS teacher to ensure the provision of an appropriately balanced, relevant and differentiated Religious Studies curriculum for all, which is exciting and far-reaching.

## **Key Responsibilities**

### **Learning and Teaching**

- Teach an appropriate lesson load, as appropriate to skills and qualifications and to the needs of the curriculum
- Contribute to the development and delivery of Schemes of Work and associated curriculum materials
- To set pupils in appropriate teaching groups and to allocate staff to those groups
- Teach all exam classes and ensure excellent achievement at GCSE
- To encourage pupils to pursue RS courses in post 16 places of study
- To assess and monitor pupil progress, and act on underachievement by providing intervention classes as appropriate
- To contribute to a club and organise revision sessions

### **School improvement and quality assurance**

- Lead weekly assemblies in the adjoining All Saints Church, to pupils in different year groups (who take it in turn to attend), supportive of the Christian values espoused by the school
- Contribute to the organisation of key school events, such as the Carol Service
- To actively inspire and promote RS through the school
- Ensure internal assessments and examinations are set and administered professionally
- Liaise with the HOD on matters relating to external examinations
- Undertake professional development as agreed with school leaders
- Assist with the development and upkeep of quality wall displays to promote a lively and stimulating learning 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

All Staff are expected to have read current policies and procedures

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
QTS with good honours degree in relevant subject	Yes	
Current DBS (MHS will conduct a DBS check)		Yes
Experience Skills & Knowledge	Essential	Desirable
Excellent Classroom practitioner	Yes	
Willingness to lead weekly assemblies for pupils in the adjoining St Stephens church in support of the school's Christian ethos		Yes
Excellent interpersonal and communication skills (written and oral)	Yes	
Willingness to teach a limited number of KS3 History lessons if required		Yes
Ability to command respect of students and staff	Yes	
Ability to maintain and manage relationships with parents who have high expectations of the school	Yes	
Sound understanding of secondary curriculum	Yes	
Experience of using technology to enhance learning	Yes	
A proven track record of successful teaching	Yes	
Ability to work effectively as part of a team	Yes	
Understanding of current good practice in teaching and learning	Yes	
Record of continuing professional development	Yes	
Ability to plan and implement strategies which impact to achieve outstanding pupil progress	Yes	
Experience of working across different key stages	Yes	
Experience of teaching in an all girls environment		Yes
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	
Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Positive attitude to use of authority and maintaining very good standards of behaviour	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	Yes	
Excellent organisational skills	Yes	
Competence in ICT	Yes	
High expectations of self and others	Yes	
Commitment to involvement in extra-curricular activities	Yes	
Good sense of humour	Yes	
Excellent Classroom practitioner	Yes	
Excellent interpersonal and communication skills (written and oral)	Yes	
Ability to command respect of students and staff	Yes	



## Application Process

Please submit your application form via the career site or to  
[ejrose@manorhouseschool.org](mailto:ejrose@manorhouseschool.org)

If you would like to write to the HR department, please contact them on:

HR Department  
Manor House School  
Manor House Lane  
Bookham  
Surrey  
KT24 4EN

If you have any further queries, please contact the HR department via the email above  
or call: 01372 455361

For any enquiries please contact our main office on 01372 458538 or visit  
[www.manorhouseschool.org](http://www.manorhouseschool.org)