



"An individual approach to academic success"

Head of Technology





Dear Applicant,

Thank you for taking time to consider applying for the post of Head of Technology. I hope that after reading the enclosed information you will be excited and encouraged to join our team for the Autumn Term 2018.

The Head of Technology is a sole teaching role and we currently offer Food Technology and Textiles at KS3 along with Child Development at GCSE. We value STEM subjects and we are looking to broaden our syllabus and resources in Technology at KS3 initially. The successful candidate will therefore have the relevant experience and skills to continue the high standards of achievement secured in Technology as well as the ambition to help us achieve our strategic aims.

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.

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

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and firmly committed to girls' independent education. We are happy to consider applicants from the maintained and independent sector as well as applicants wishing to be considered for flexible working hours.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms T 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 girls who choose to learn here.

We are a selective independent school for girls aged 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 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 girls 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 girls, 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 everything our school does.

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 key stage 2 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

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. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

With access to great support and facilities your teaching will help motivate and inspire our enthusiastic and intelligent girls who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long term strategies.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include, favourable annual leave days, a continuing well-being strategy and working within one of the most beautiful school surroundings in the country.



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our girls 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. In GCSE Food and Nutrition, 100% of grades were A*-B and in Child Development 20% were A*-A and 100% A*-B.

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

All Staff are expected to have read the current Staff Handbook.

- 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

From KS3, girls are taught Food Technology and Textiles in our custom-built classroom. The KS3 scheme of work has been developed to teach students the following:

- Where food comes from
- How to cook a range of dishes safely and hygienically
- Healthy eating, including relationships with food
- The factors that affect food choice, food availability and food waste
- Consumer issues
- Food and its functions
- New technologies
- Trends in food

Practical lessons take place regularly and a weekly Cookery Club supports this.

At KS4 both Food Preparation and Nutrition and Child Development are offered at GCSE. The practical element of these courses make them popular with students.

Our aim is to do the very best to ensure that every pupil has an enjoyable and fulfilling time in this subject by instilling a love of technology whilst learning vital life skills.



Job Description

The Role

Reporting to the Deputy Head or Headteacher, the Head of Technology will be accountable for the pupil progress and development within the department and must ensure the provision of an appropriately balanced, relevant and differentiated curriculum which is exciting and far-reaching.

Leadership

- Manage and lead the Technology curriculum and liaise with other Departments to ensure that Technology enriches the experience of pupils and maintains its role as a subject of major importance at Manor House.
- Oversee the school's participation in external examinations

Teaching and Learning

- Ensure that all pupils realise their potential in attainment and achievement, through high quality teaching and learning experiences.
- Monitor pupil progress and where necessary provide intervention in order that those taking examination courses achieve the highest possible grades.
- Develop a range of stimulating and relevant schemes of work for all the classes within the school.

- Evaluate the effectiveness of these courses and to oversee the provision of assessment procedures in accordance with the school's policy.
- Identify resources needed to support learning, teaching and excellence in Technology.
- Undertake a designated programme of teaching.
- Record and report on the development, progress and attainment of pupils.
- Work with the leaders of the Prep School to advise and support delivery of Technology.
- Ensure that relevant resources for practical demonstrations are available to deliver as part of the teaching and learning programme.

School improvement and quality assurance

- Promote the school and its pupils by participating in any external competitions.
- Lead curriculum development and quality assurance.
- Develop and introduce new skills and experiences in line with the School Improvement Plan.

School ethos

- Follow all Health and Safety procedures and promote a positive safe environment.
- Create and maintain a positive environment for teaching by ensuring the Technology Room is a stimulating environment that promotes effective learning, high standards of attainment and good discipline.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Manage and participate in extra-curricular activities.
- Organise the department's contribution to Open Days and Experience Days.
- Organise regular newsletter contributions, sharing the successes of the department and students.
- Any other activities deemed necessary by the Headteacher or Deputy Head.

Pupil Support

- Employ a range of strategies and methods of differentiation to take account of pupil learning styles, abilities and previous experiences.
- Support pupils with special educational needs.
- Contribute to the development of school policy in relation to behaviour management of pupils.
- Be aware and follow the school's policies and procedures, especially those relating to safeguarding and child protection, behaviour and Health and Safety.

Person Specification

Qualifications	Essential	Desirable
Graduate with Qualified Teacher Status	Yes	
Understands the current developments within education and the food technology curriculum	Yes	
Leadership qualification		Yes
Experience, Knowledge and Skills	Essential	Desirable
Proven record of successful teaching with all year groups ideally in more than one school	Yes	
Experience of teaching 11-16 year olds	Yes	
Experience of teaching KS1-2		Yes
Commitment to Safeguarding and promoting the welfare of pupils	Yes	
Proven to be an effective, imaginative and enthusiastic teacher	Yes	
Experience as a Head of Department or Faculty Head		Yes
A knowledge of best practice in teaching and learning and the willingness to adapt to new approaches in teaching	Yes	
Experience of successful innovative practice in the subject	Yes	
ICT literate	Yes	
Ability to assess learning against national standards	Yes	
Awareness of current subject curriculum and evidence of effective development	Yes	
Highly skilled classroom management	Yes	
Ability to prioritise and work to deadlines	Yes	
Experience of managing a budget	Yes	
Characteristics	Essential	Desirable
Effective communicator with pupils, parents, staff and external stakeholders	Yes	
Relates well with young people	Yes	
Support the ethos of a girls only education	Yes	
Awareness of educational developments in single sex education	Yes	
Excellent organisation skills	Yes	
Collaborative worker and a team player with a good sense of humour and perspective	Yes	

Application Process

Interviews will be confirmed after the shortlisting process. The format of the day will be a tour of the school, an interview and other assessed activities (further details will be given to shortlisted candidates).

Please submit your application form via the TES advertisement.

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 about this role, please email ejrose@manorhouseschool.org or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org



Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people which all staff share responsibility. We have an extensive policy on 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 and include 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.