



Candidate Information
Head of English
September 2019



Sutton Valence one school, many journeys



The School

With a history stretching back to 1576, Sutton Valence is an independent, HMC co-educational day and boarding school situated in the heart of Kent.

After several years of improving academic results, it is the School's strategic aim to remain in the top 10% of schools nationally for added value. On average, our students will gain results at A Level that out-perform their predicted grade on entry to the School by at least 0.5 of a grade. However, whilst academic success is paramount, it is only one measure of success; equally impressive is the breadth of education on offer for our broad ability intake.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

Founded by the philanthropy of William Lambe to educate the boys of the village, Sutton Valence remains a predominately local school, enriched by a small, but diverse, overseas cohort. The School's roll is currently 560 of which 160 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists with high personal standards and expectations of their pupils' effort and achievement.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 300 pupils between the ages of 3 and 11.

The School is part of, and overlooks, the picturesque village of Sutton Valence whilst being just five miles from Maidstone and within convenient travelling time from central London. The Eurostar station at Ashford makes access to Europe straightforward and Heathrow and Gatwick airports are within easy reach of Sutton Valence.

The School's Vision, Mission and Ethos

Vision

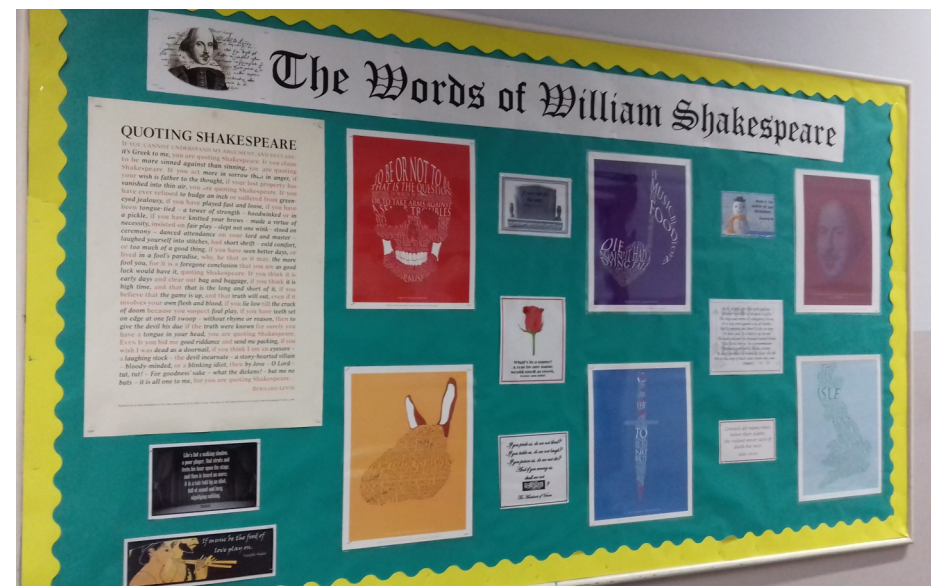
Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our **Mission** is to provide:

- A caring, supportive and inclusive community for the education of children aged 3-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it.
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.



The Department

English is a popular and thriving subject in the senior school. Class sizes average about 18 up to GCSE and 10 or fewer at A Level. The department is housed in a dedicated suite of six classrooms in the historical heart of the School, adjacent to the excellent library. There is a large stock of books and other resources for lessons. The department is immediately adjacent to the ESL and SEN departments and works closely with them.

The English department follows a broad and exciting curriculum at Key Stage 3 designed to prepare and inspire pupils for GCSE study. We follow the Edexcel IGCSE syllabus for both English Language and English Literature. We currently take OCR English Literature at A Level.

The department has a strong academic record.

The Post

A well-qualified, experienced and enthusiastic English graduate able to head up this vibrant and successful department and who is qualified to teach English to A Level is required for September 2019. The person appointed would be expected to teach English throughout the School and have the ability to motivate and inspire both students and staff.

The Head of English will have strong leadership skills and a record of effective leadership and management. The post holder will have the ability to motivate and inspire both students and staff.

Job Description

The head of department will be responsible to the Academic Deputy Head for the smooth running of their department. The functions of a head of department break down into several inter-related areas.

Facilitate the day to day working of the department by:

- a. Devising policy and strategy for the smooth running of the department. This will include the creation of schemes of work, which will stimulate the academic development of all pupils.
- b. Allocating the necessary staff to teaching sets and monitoring their performance as well as the departmental timetable in general.
- c. Setting pupils where necessary and monitor their subsequent performance.
- d. Co-ordinating departmental prep, marking, assessment, recording and reporting policies in accordance with School policy.
- e. Maintaining the departmental handbook.
- f. Maintain up-to-date lists in the database.
- g. Maintaining close relations with the Academic Deputy Head over areas of concern.

- h. Attend meetings convened by the Headmaster, such as head of department meetings and results feedback meetings, and furnish him with information on the department.

To encourage good practice by:

- a. Stimulating enthusiasm in colleagues and pupils for English.
- b. Ensuring high standards in lessons ie pupils' punctual arrival and good behaviour.
- c. An 'open door' policy within the department and promoting cross-curricular links.
- d. Using appraisal as a positive spur to benefit teaching and learning, as well as the teacher.
- e. Holding departmental meetings at which mark-books and schemes of work are monitored and new ideas are aired and developed, keep minutes and generate action plans.
- f. Promoting INSET both within and outside the department. This will involve liaison with the Academic Deputy Head.
- g. Liaising with tutors, heads of years and boarding house staff, as well as parents, over pupil concerns.

Prepare for all types of testing and examinations both internal and external by:

- a. Supervising coursework and other examination requirements.
- b. Setting targets where applicable [guidelines will be provided by the Academic Deputy Head].
- c. Preparing thorough and exhaustive revision schemes.
- d. Evaluating all forms of feedback: exam results, MidYIS, ALIS, etc and advise the Headmaster on the performance of the department.

Facilitate the long-term working of the Department by:

- a. Preparing budget request and capital bids.
- b. Updating teaching resources within the department and maintaining high standards of classroom accommodation, within the stipulated health and safety requirements.
- c. Supervising support staff, where applicable.
- d. Interviewing potential new members of staff and organising their induction, in liaison with the Academic Deputy Head.
- e. Promoting the department with external bodies and the community (fieldwork, visits, feeder schools, industry, business, universities, etc.).
- f. Promoting the subject at whole School events such as options information events and literary society evenings.



Other Responsibilities

Outside of the English department there is scope for involvement in the School's varied programme of co-curricular activities. Opportunities exist to participate in the coaching of major sports, the Community Service programme, the Duke of Edinburgh's award scheme and in our many clubs and activities. Full commitment to the co-curricular life of the School is expected and, as we are a six-day-a-week school with academic lessons taught on Saturday morning, staff may also be required to work on a Saturday afternoon to assist with, or cover for, sporting fixtures.

Candidates will be required to take an active role in the pastoral care of our pupils which is based on a house system, with vertical tutor groups.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy is available on the website, which applicants are encouraged to read before interview.

Salary will be at the appropriate point on the Sutton Valence pay scale. Teachers are expected to participate in the Department for Children, Schools and Families' pension scheme unless they chose to opt out. Accommodation may be available. Rent is charged at one-third of the market rent for the property concerned for the first three years, rising to two-thirds market rent for the next two years and full market rent thereafter. The School operates a contributory private medical insurance scheme which is open to all members of staff. Staff can use the excellent fitness facilities in the Sports Hall in the evening. Staff with a contract for at least one full term and who have children attending either the Senior School or the Preparatory School will be eligible to receive a discount in respect of School fees. The current rate of discount is 65% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical examination and criminal record check via the Disclosure and Barring Service.

Letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Letters of application, together with a completed application form and monitoring form, should be sent as soon as possible to the Headmaster at:

Sutton Valence School, Sutton Valence, Maidstone, Kent ME17 3HL
Telephone no: 01622 845203, fax: 01622 845301.

Closing date: Wednesday 20th March 2019.



Sutton Valence School

North Street

Sutton Valence

Kent ME17 3HL

www.svs.org.uk

01622 845200