



Est. 1919

BRAMBLETYE

Head of MFL

Required for September 2019

1. The School

Brambletye is an IAPS co-educational boarding/day school for pupils between the ages of 2 ½ and 13. Pupils are prepared for Common Entrance or Scholarship Examinations to a wide range of senior schools. The School was founded in 1919 at Sidcup Place, Kent and moved to its present site, just off the A22, one mile south of East Grinstead, in 1933. In 1969 it was formed into a charitable educational trust with a Board of Governors, which includes parents and Old Boys, with a range of academic and educational experience.

The School facilities are centred on a large country house in the Ashdown Forest, in its own woodlands and extensive playing fields. The whole property covers 140 acres. The School has outstanding sporting, music, drama and arts facilities which are due to be enhanced further by the exciting addition of our new Centenary Building that will house Art, a brand new library and is due to be finished this Autumn. We also have a well-equipped ICT Room, a large Theatre and Music Rooms. There is also a Sports Hall, tennis and netball courts, two squash courts, an indoor swimming pool and several playing fields including a new all-weather pitch.

Aims of the School

The School has established the following eight aims which guide every aspect of school life.

1. To provide academic and extra-curricular education of the highest quality for children aged 2 ½ to 13 years which can develop the abilities of all pupils allowing them to reach their potential.
2. To prepare pupils for pre-testing, Common Entrance exams at 13 years old and for academic scholarship. To inspire an understanding of the wisdom of the past and the technology of tomorrow's world and to strive to foster a strong and independent work ethic.
3. To instil in our pupils a life-long love of Music and the Performing Arts and to stimulate an interest and understanding of the Visual Arts and Design Technology.

4. To offer a varied and well-organised sporting programme, to promote individual and collective participation by all, regardless of ability, in order to promote the benefits of a healthy lifestyle.
5. To remain fully committed to the merits of boarding life and to providing outstanding boarding facilities and a responsive pastoral care framework ensuring the safety and welfare of our pupils.
6. To instill and develop in our pupils qualities of character to see them through their lives beyond school.
7. To produce children who are not only talented and high achieving, but who are also generous of spirit, curious about the world and its inhabitants, alive to its possibilities and engaged with their role in it, with a balanced perspective on life allowing them to feel at ease with others.
8. To commit to the school's charitable role within both local and the wider community and to develop responsible citizens.

2. MFL at Brambletye School

From Nursery to Year 8, specialist subject teachers are responsible for delivering the MFL curriculum. In Years 7 and 8 pupils work towards the 13+ Common Entrance examination or, for the most able pupils, Senior School scholarship examinations. Teaching staff at Brambletye are expected to be able to differentiate their teaching to suit a wide range of ability.

3. Responsibilities as Head of Department

This is an important position in the academic life of the School. The person appointed should be an experienced and proven classroom practitioner, as well as possessing good organisational and communication skills. In addition to teaching, the Head of MFL will have the following responsibilities:

- Write and review the departmental policies and planning documentation, in line with the school's academic policies.
- Organise and Chair departmental meetings.
- Attend Heads of Department meetings and contribute to the overall academic management of the school.
- Work closely with the Deputy Headmaster (Academic) and Assistant Head (Academic).

- Monitor the provision of teaching and learning within the department, working closely with colleagues to maintain high standards.
- Manage the assessment and tracking of pupil progress within the department.
- In consultation with departmental staff, make informed decisions regarding the academic setting of pupils.
- Responsibility for the setting and management of the departmental budget.
- Communicate with pupils, parents and colleagues on wider departmental matters.
- Promote a passion and enjoyment of the subject.
- Carry out additional duties as required by the Headmaster or Deputy Headmasters, commensurate with the post.

4. The Teaching Post

MFL is a fundamental core subject in the Brambletye curriculum. The responsibilities fall under the following main areas:

- Teaching with the MFL Department from Nursery to Year 8, what year groups you will be teaching will be finalised on appointment.
- Preparing children for both internal and Common Entrance examinations.
- Assisting in the preparation of pupils for Senior School Academic Scholarships.
- Contributing to the daily life of a boarding preparatory school e.g. assisting with duties, games coaching and extra-curricular activities. This position will include the supervision of pupils on some evenings during term time and during at least one weekend per term.

5. Principal Teaching Duties

- To inspire, engage and encourage all pupils.
- To prepare appropriate planning of teaching and learning in-line with the Department's curriculum documents. These schemes should be accessible working documents indicating clearly to all interested parties the work that pupils in the groups are doing: topics for study, the pupil's learning activities, and any cross-curricular linking.

- To make adequate provision within the organisation of the teaching for the differentiation of ability within the class.
- To set high expectations of the form in terms of academic work, behaviour, manners, respect for others and property, personal relationships, and general attitude.
- To assess, record, track and report on the development, progress and attainment of pupils.
- To read previous reports on each pupil before the start of every term.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere, e.g. on outings.
- To liaise with parents of pupils both formally and informally and involve the Form/Personal Tutor when required.
- To attend parents' consultation evenings.
- To liaise with the Deputy Headmaster (Academic) regarding any issues relating to teaching and learning.
- To coordinate closely with Learning Development Department when necessary.
- To participate in Staff Meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To attend courses, both internal and external, which provide opportunities both for the exchange of views and for other forms of professional development.
- To co-operate with other teachers regarding the preparation and development of courses of study, teaching materials, methods of teaching and assessment, and pastoral arrangements.
- To ensure the subject room is kept in a reasonable state of tidiness, and to make it an attractive working-place with displays of children's work and stimulus material that are all changed reasonably frequently.
- To carry out supervisory duties at break times and after school as arranged by the Deputy Headmaster (Pastoral).

- To undertake extra-curricular activities in accordance with the effective running of a boarding Preparatory School.
- Carry out additional duties as required by the Headmaster or Deputy Headmasters, commensurate with the post.

6. **Personal Qualities and Experience**

- A broad educational knowledge, including a well-considered educational philosophy and receptiveness to new ideas.
- Strong organisational skills.
- The ability to plan strategically.
- Experience of managing a team.
- Effective and proactive communication skills, both verbal and written.
- Educated to Degree Level;
- A fully qualified teacher;
- Willing to understand, accept and promote Brambletye's vision and values;
- A passionate classroom practitioner as well as being innovative, creative, resilient and dynamic;
- Able to create a warm, positive and motivating learning experience for pupils;
- Adept in planning engaging lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks;
- Proficient in tracking records of pupil progress in line with school policy;
- Able to use assessments of pupils learning to inform future planning;
- Willing to plan and work collaboratively with colleagues;
- Able to work independently;
- Competent in using ICT;
- Prepared to contribute to the extra-curricular life of the school, including the coaching of Games;
- Able to evidence their personal commitment to CPD; and

- Capable of achieving the consistent expectation of high standards at the school, coupled with patience and a ready sense of humour.

7. Terms and Conditions

The terms and conditions attached to this post will include the Standard IAPS Contract of Employment which will be available for inspection by those applying.

The remuneration will be made up as follows:

- An appropriate point on the Brambletye scale commensurate with experience and qualifications;
- School accommodation may be available;
- School fee remission;
- Free school lunches during term time; and
- Free parking on the school site.

8. Applications

Previous applicants for our full time MFL Teacher and Head of MFL positions are thanked for their interest but on this occasion need not apply.

If you are interested in this position and have not applied previously, please apply online through www.tes.com/jobs. If you would like an informal discussion regarding this position, please email Mr Andrew Morris, Deputy Headmaster (Academic) via: amorris@brambletye.com to arrange this.

If you wish to apply by post, completed application forms together with a covering letter should be sent to:

Heather White
HR and Compliance Officer
Brambletye School
Lewes Road
East Grinstead
West Sussex
RH19 3PD

Please note that applications not submitted on the Brambletye application form or where the Brambletye application form has not been completed in full, will not be considered. CV's will not be accepted in substitution for a completed Brambletye application form.

The closing date for receipt of applications: **9.00am on Tuesday, 30th April 2019**

Interviews will be held:

To be confirmed

Early applicants may be invited for an interview before the closing date and the School Reserve the right to make the appointments before the formal closing date, therefore early applications are strongly advised.

10. Safeguarding

Brambletye School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection process. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description Last Reviewed and Updated:

April 2019

AM (Deputy Headmaster – Academic)

HW (HR and Compliance Officer)