



# Education Vacancies in Surrey

13/01/2012

## Vacancy Bulletin

### Secondary School Vacancies

To view full details and to apply for vacancies click the Post Title or Job ID, or enter the Job ID at <http://www.surreyschools.com>

#### Supporting Information

This bulletin contains the latest education vacancies in Schools within Surrey. To view full details of any vacancy click the post title or job ID, or enter the Job ID in the box provided at [www.surreyschools.com](http://www.surreyschools.com)

## Secondary Schools

## Teaching

### Head of English (New)

**id:409573**

**We seek to appoint a highly motivated and enthusiastic Head of English to lead a dedicated team within a deeply caring school**

We are looking for professionals with:

- experience of curriculum leadership, including the ability to track and monitor student progress
- the ability to lead staff
- evidence of excellent classroom practice – good and outstanding practice only
- high expectations of pupil attainment and behaviour
- evidence of ability to enthuse and motivate pupils
- good organisation and communication skills
- supportive of our Christian Ethos

We offer:

- Positive support for career development
- Subsidised day nursery
- The possibility of accommodation

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

The successful applicant will be required to undertake an Enhanced CRB disclosure.

**Job Type:** Head of Department

**Employer:** St Paul's Catholic College

**Location:** Sunbury on Thames, Middlesex

**Salary:** TLR 1.5 / Fringe

**Expiry:** 30/1/2012

**Start Date:** ASAP

**Contract:** Full Time

**Contract Type:** Permanent

**NQTs considered:** No

## **Head of Geography (New)**

**id:409401**

**Required from Easter or September 2012 to lead a department of four teachers**

### **JOB PURPOSE**

To assist and support the Headteacher in the development and management of students in pursuit of the aims of Rosebery.

The Geography Department has a strong team of four teachers, a mix of full and part time staff. All the teachers of the department work well together, teach from Year 7 to Year 13, share ideas and enthuse students. It is well resourced and the Department's aim is for students to achieve their potential by well planned, innovative and challenging lessons.

In 2011 the GCSE A\* to C pass rate was 94%, with 60% A\*/A. At A Level the percentage of A level candidates achieving grades A\* - B in was 71%.

At Key Stage 3, 4 and 5 students are taught in mixed ability groups. At Key Stage 4 we teach WJEC specification B and at Key Stage 5 AQA specification A.

All teachers at Rosebery are also class tutors, the pastoral care and monitoring of progress of students being an essential part of the teacher's role.

### **QUALIFICATIONS**

A graduate in the subject area or a related subject with a DFE recognised teaching qualification.

### **EXPERIENCE**

Recent successful teaching throughout the secondary age range, including evidence of pupils making better than average progress.

Success in a task with an element of managerial responsibility.

Use of target setting and action planning to bring about change.

### **PROFESSIONAL KNOWLEDGE AND SKILLS**

The ability to teach the subject to A level.

An understanding of the needs of students across the ability range.

A teacher who can inspire and enthuse students and who uses a range of teaching and learning strategies.

An understanding of the criteria employed in determining student progress in the subject.

An awareness of ways to raise student attainment in the subject.

The ability to manage and inspire staff so that individuals and the team work for continuous improvement.

The importance of literacy across the curriculum

The ability to use ICT to enhance learning and aid teaching.

### **PERSONAL QUALITIES**

A genuine desire to provide the best education for students

An obvious passion for the subject

A commitment to the aims and ethos of the school

Good communication skills, written and oral

A willingness to keep up-to-date with the subject

A desire to develop professionally through training opportunities

**Job Type:** Head of Department

**Employer:** Rosebery School

**Location:** Epsom, Surrey

**Salary:** Main scale + TLR 2B (£4,505)

**Expiry:** 23/1/2012

**Start Date:**

**Contract:** Full Time

**Contract Type:** Permanent

**NQTs considered:** No

## **Head Of Mathematics (New)**

**id:409806**

**We are looking for an outstanding Teacher who has flair and passion for the subject to lead the Department from Sept 2012**

Warlingham School  
Tithe Pit Shaw Lane  
Warlingham  
Surrey  
CR6 9YB

Mixed Comprehensive, NOR 1550 (including 350 in the Sixth Form)

HEAD OF MATHEMATICS  
TLR 2F (currently £10,701)

Required for September 2011

'Widening Horizons, Raising Aspirations'. "There is a shared vision amongst all staff to improve the outcome and achievement of all students" OFSTED September 2008.

The Post:

We are looking for an outstanding teacher of Mathematics who has flair and passion for the subject to lead our Mathematics Department from September 2012. Mathematics is a strong department which has recently made further gains in improving pupils' examination outcomes.

The post has been made available due to the current holder's successful promotion to a Senior Leader position in another school.

The Mathematics Department comprises 11 members of staff and is based in a well-resourced suite of specialist rooms. The department currently offers A levels in Mathematics and Further Mathematics as well as GCSE Mathematics and Statistics.

The School:

"Warlingham is a good school with an outstanding sixth form" (OFSTED September 2008). We are a successful (KS4 : 93% 5 A\* - C, 67% 5 A\* - C including English and Mathematics) Business and Enterprise specialist school located close to the M25 and Surrey/Croydon border. The school is over-subscribed with students "who enjoy school" and "behaviour around the school and in lessons is always good and often exemplary" (OFSTED September 2008). We are committed to the continued professional development of all staff and have Investors in People status.

Closing date is Wednesday 1st February 2012

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.

**Job Type:** Head of Department  
**Employer:** Warlingham School  
**Location:** Warlingham, Surrey  
**Salary:** TLR2F (London Fringe)

**Expiry:** 31/1/2012  
**Start Date:** 1/9/2012  
**Contract:** Full Time  
**Contract Type:** Permanent  
**NQTs considered:** No

**Science Teacher (New)**

**id:409574**

**We seek to appoint a highly motivated and enthusiastic teacher to join a successful department within a deeply caring school**

We are looking for professionals with:

- evidence of excellent classroom practice
- high expectations of pupil attainment and behaviour
- evidence of ability to enthuse pupils
- good organisation and communication skills
- supportive of our Christian Ethos

We offer:

- Positive support for career development
- Subsidised day nursery
- The possibility of accommodation

Applications from NQTs are welcome and the College offers a comprehensive and highly supportive induction package.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

The successful applicant will be required to undertake an Enhanced CRB disclosure.

**Job Type:** Teacher

**Employer:** St Paul's Catholic College

**Location:** Sunbury on Thames, Middlesex

**Salary:** Fringe

**Expiry:** 30/1/2012

**Start Date:** ASAP

**Contract:** Full Time

**Contract Type:** Permanent

**NQTs considered:** Yes

## **Teacher of English (New)**

**id:409392**

**An excellent opportunity for an outstanding and motivated teacher from Easter or September 2012**

### KEY ACCOUNTABILITIES:

1. To teach within one or more departments, following the school's Teaching and Learning Policy and department schemes of work, enthusing students and enabling them to make good progress;
2. To prepare students adequately for public exams;
3. To implement department and school policies consistently, promoting the ethos of the school;
4. To attend department meetings and contribute to reviews, planning and new initiatives;
5. To integrate numeracy, literacy and ICT into teaching;
6. To work towards maintaining and further developing a high standard of work in the specific subject(s)
7. To keep records of students' progress and write reports to parents/colleagues as required
8. To keep abreast of developments in the subject specialism(s) and participate in staff development activities including INSET;
9. To be a form tutor, monitoring progress of students in the form and, as a member of a Year Team, to plan and review policies, procedures and activities for the Year Group;
10. To be a point of contact for parents and others and to attend parents' evenings;
11. To promote and support students' achievements;
12. To promote the development of self-discipline, confidence and self-worth in students;
13. To carry out school duties.

### QUALIFICATIONS

A graduate in English or related subject  
A DFE recognised teaching qualification

### EXPERIENCE

Recent successful teaching throughout the secondary age range, including evidence of pupils making better than average progress  
Use of target setting and action planning to bring about change

### PROFESSIONAL KNOWLEDGE AND SKILLS

The ability to teach English to A level and a good knowledge of the National Curriculum.  
An understanding of the needs of pupils across the ability range  
A teacher who can inspire and enthuse pupils and who uses a range of teaching and learning strategies for effective delivery  
An understanding of the criteria employed in determining pupil progress in the subject  
An awareness of ways to raise pupil attainment in the subject  
The ability to use ICT to enhance learning and aid teaching  
Good communication skills, written and oral

### PERSONAL QUALITIES

A genuine desire to provide the best education for students  
An obvious passion for the subject  
A commitment to the aims and ethos of the school  
Good communication skills, written and oral  
A willingness to keep up-to-date with the subject  
A desire to develop professionally through training opportunities

**Job Type:** Teacher

**Employer:** Rosebery School

**Location:** Epsom, Surrey

**Salary:** Main Pay Scale

**Expiry:** 23/1/2012

**Start Date:**

**Contract:** Full Time

**Contract Type:** Permanent

**NQTs considered:** Yes

## **Teacher of Mathematics (New)**

**id:409568**

**Teacher of Mathematics. Ideal for an NQT. Teachers' Pay Spine. Recruitment allowance may be available.**

Teacher of Mathematics – Ideal for an NQT

Full time. Opportunity to join a dynamic and well resourced new school in Guildford, Surrey. The school is a Church of England Secondary school and is over subscribed. There is a growing Sixth Form which offers both Mathematics and Further Mathematics. Salary according to the teachers' pay spine, according to qualifications and experience. A recruitment allowance may be available for an exceptional candidate.

Christ's College is an equal opportunities employer where applications are welcome from all suitable members of the community irrespective of race, ethnicity or gender.

Christ's College is committed to the safeguarding of all children and successful applicants will have to undergo a Criminals Records Check.

Further details can be found on our College website. Apply by short covering letter and completed application form also available from our website.

Closing date: Friday, 27 January 2012. Interviews on Wednesday, 1February 2012.

**Job Type:** Teacher

**Employer:** Christs College Guildford

**Location:** Guildford, Surrey

**Salary:** Teachers' Pay Spine

**Expiry:** 27/1/2012

**Start Date:** 1/9/2012

**Contract:** Full Time

**Contract Type:** Permanent

**NQTs considered:** Yes

## **Teacher of Spanish**

**id:407688**

**We are seeking a Part Time Teacher of Spanish, 2 days per week, starting January 2012 to teach at KS3 and KS4.**

Heathside School  
& Sixth Form Centre  
Weybridge, Surrey, KT13 8UZ

MFL  
Teacher of Spanish  
part time, 2 days per week  
MPS, temporary contract

starting January 2012

We seek a talented linguist to teach Spanish at KS 3 & 4, ability to deliver a second language advantageous.

Heathside:

- Oversubscribed mixed 11-18 Comprehensive, 1316 NOR
- Technology and MFL specialisms
- 2011 GCSE results: 79% 5 A\*-C, 65% inc. English & Maths
- A Level: 60% A\*-B grades, APS 326

MFL at Heathside:

- Overwhelming majority of students study MFL to GCSE
- French, German and Spanish offered to A Level
- Excellent ICT facilities within MFL
- Foreign Language Assistants are an integral part of our team
- Specialism initiatives enrich the MFL experience at Heathside

Applications:

- Further details and application form will be available on the school's website from December 30th.
- For application submission instructions see application form

Heathside School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced CRB disclosure. The school is committed to equal opportunities and welcomes applications from all sections of the community.

**Job Type:** Teacher

**Employer:** Heathside School

**Location:** Weybridge, Surrey

**Salary:** Main Scale

**Expiry:** 20/1/2012

**Start Date:** 30/1/2012

**Contract:** Part Time

**Contract Type:** Temporary

**NQTs considered:** Yes

## Academic Support

### **Teaching Assistant - Learning Support (New)**

**id:409881**

**"The school is just like a big family." Ofsted, May 2011.**

We are seeking to appoint an outstanding Teaching Assistant to provide additional support for a variety of special needs students to enable them to fully access the curriculum.

A good standard of education is essential for this role, together with good ICT skills, a sense of humour and some experience of working with young people. The ability to speak an additional language could be advantageous.

The ideal candidate will also be a good communicator and have a commitment to realising potential of all children. Experience of working with Special Needs students is not necessary but empathy with them is vital. Candidates will be required to demonstrate patience and the ability to think creatively to develop the trust of our more vulnerable students.

The post is 31 hours per week, to fit with school hours, and term time only with 5 additional Training Days.

Closing date for applications is Thursday 26th January and interviews will take place on Wednesday 8th February 2012. Please note that CVs are not acceptable.

**Job Type:** Teaching Assistant

**Employer:** Bishop David Brown School

**Location:** Woking, Surrey

**Salary:** SP3 £13,506 (£9,914 actual)

**Expiry:** 26/1/2012

**Start Date:** ASAP

**Contract:** Part Time

**Contract Type:** Permanent

**NQTs considered:** No

### **Science Technician**

**id:407630**

**Science Technician required to work as part of a team in this large secondary school - 13.5 hours per week/4 afternoons**

We are seeking a part-time Science Technician to work 4 afternoons per week (from 1.00 pm). You will be part of a team under the leadership of the Senior Science Technician to undertake a wide range of duties needed to enable the teaching staff to deliver the curriculum effectively within a large Science Department.

Salary on Surrey SP4. Further details from Dr Deborah Lafferty (Senior Science Technician) or Mr Will Harwood (Head of Science) at the school. Applicants must complete the school's application form - CVs will not be accepted.

**Job Type:** Lab/IT Technician

**Employer:** The Ashcombe School

**Location:** Dorking, Surrey

**Salary:** £4,797 p.a.

**Expiry:** 16/1/2012

**Start Date:** ASAP

**Contract:** Term Time

**Contract Type:** Permanent

**NQTs considered:** No

### **Exam Invigilator (New)**

**id:409157**

**To join our team of sessional Exam Invigilators who supervise students sitting external exams.**

There will be training for the successful applicants on 28th March 2012. Sessional work will commence mid May 2012.

Most external exams are held in May, June, and January each year. Before each exam season our Examinations Officer liaises with the Invigilators about their availability and books them for the necessary sessions. You do not therefore need to be available all day, every day!

**Job Type:** Exam Invigilator

**Employer:** St Bede's School

**Location:** Redhill, Surrey

**Salary:** Sessional: £7.99 per hour

**Expiry:** 5/2/2012

**Start Date:** 28/3/2012

**Contract:** Part Time

**Contract Type:** Permanent

**NQTs considered:** No

**Exam Invigilator (New)**

**id:409880**

**Exams Invigilators required to work on a casual basis as required during external and internal examinations.**

We would like to increase our team of invigilation staff. Our invigilators are directly responsible to Senior Examinations Invigilator of the school for the effective control and orderly conduct of external (and internal) examinations in accordance with the school's examinations procedures and policies and the required practices set by national examining bodies.

The usual exam periods are November, January/February and May to July annually.

Invigilators work on a casual basis and are asked for their availability prior to each examination period.

Training will be provided for successful candidates.

**Job Type:** Exam Invigilator

**Employer:** St Peter's Catholic School

**Location:** Guildford, Surrey

**Salary:** £7.99 per hour

**Expiry:** 24/2/2012

**Start Date:** ASAP

**Contract:** Part Time

**Contract Type:** Temporary

**NQTs considered:** No

**Administrative Assistant (New)**

**id:409138**

**Administrative Assistant based within the busy School Office.**

Administrative Assistant – Monday and Tuesday

13 hours per week, 41 weeks per year Mon 9.30 – 3.30 Tues 9.00 – 5.00

Surrey grade SP5 – pro rata salary £ 5,445 - £ 6,427

The post is an exciting and critical appointment joining our successful administration team. Based within the busy school office you will be working closely with both teachers and support staff and will be required to provide general office administration duties and occasional reception cover.

Applicants should be proactive and have significant interpersonal and organisational skills.

Previous relevant experience, excellent keyboard and telephone skills and the ability to work in a team are essential.

Experience of working with SIMS.net or TUCASI would be an advantage.

The 13 hours are worked each week as part of a job share and there could be some flexibility on the start time if required.

Esher High is an oversubscribed school situated close to Esher town centre. We offer a full support and induction programme for all new staff and a commitment to continued professional development.

Closing Date: Wednesday 18th January 2012

If you are interested in our position, please follow the process detailed under How to Apply.

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Criminal Records Bureau.

**Job Type:** Administration

**Employer:** Esher CofE High School

**Location:** Esher, Surrey

**Salary:**

**Expiry:** 18/1/2012

**Start Date:** ASAP

**Contract:** Part Time

**Contract Type:** Permanent

**NQTs considered:** No

**Finance Assistant (New)**

**id:409163**

**We are seeking to recruit a Part Finance Assistant. The role is initially for 12 months that will be reviewed autumn 2012.**

Finance Assistant – 24 hours a week (term time plus 2)  
SY5 pro rated salary £10,053 - £11,865 per annum

This role is initially a 12 month contract that will be reviewed in the autumn term 2012

Esher High School is an oversubscribed, high performing specialist school for the Performing Arts, Gifted and Talented and a Leadership Partner School. We are very proud to have been recently designated a National Teaching School.

As part of the School's finance team, we are seeking to recruit a part time Finance Assistant. Your main responsibilities will be the administration of the schools unofficial funds which includes trips and visits and voluntary donations to the school trust fund. A finance background, methodical approach, fast, accurate keyboard skills and good communication is required along with the ability to be a good team worker and flexible.

We offer a full support and induction programme for all new staff, and a commitment to continued professional development.

Closing Date: 10.00 a.m. on Wednesday 18th January 2012

Interviews will take place in the week commencing 23rd January 2012

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Criminal Records Bureau.

**Job Type:** Administration

**Employer:** Esher CofE High School

**Location:** Esher, Surrey

**Salary:**

**Expiry:** 18/1/2012

**Start Date:** ASAP

**Contract:** Part Time

**Contract Type:** Temporary

**NQTs considered:** No

## **Cover Supervisor (New)**

**id:409883**

**You will provide class supervision when a teacher is absent and play an important role in the school cover system.**

Glebelands School  
Cranleigh

This popular and academically successful school requires a Cover Supervisor. Glebelands is a mixed 11-16 comprehensive school at the heart of our community. Further information about our school, including the prospectus, is available on our website.

The Cover Supervisor will provide class supervision when a teacher is absent and plays an important role in the school cover system. We require a confident individual able to interact with students.

30 hours 25 minutes per week. 38 weeks per year. Pro rata starting salary of SP5 £11,744 (equivalent to £16,828 full time).

Closing date for applications: 24th January 2012

Applications must be on the Surrey County Council form and emailed applications will be accepted.

Interviews will be held on: 27th January 2012

(if you have not heard from us by this date, you will not have been selected for interview)

Further information about the job of Cover Supervisor:

There are some occasions when teachers are unable to take their classes because they are attending courses, visiting other schools or simply unwell. When absence is known about in advance the teacher sets suitable work for the class to get on with in their absence.

Cover Supervisors "cover" these classes by supervising the children while they work. They will settle the class at the beginning of the lesson and inform them of the work that has been left. During the lesson they will supervise the class encouraging hard work and the standards of behaviour that the school expects. At the end of the lesson they ensure that all books and equipment are collected and the class is dismissed in a suitable way.

Cover Supervisors do not teach or set work. They do not need subject knowledge as they are simply supervising the class.

Anyone considering applying for the job of Cover Supervisor will need to enjoy the company of young people, be patient and flexible. They will need to have good self control and patience; the ability to adopt a demeanour which commands respect, whilst maintaining a sense of humour. Being well dressed and punctual is also important.

Glebelands maintains good standards of work and behaviour but, as any school, we have teenagers who let themselves down by poor behaviour or by not working as they should. For this reason, the most important skill of all is "people skills" – the ability to get on with young people of all abilities, ages and backgrounds.

Cover Supervisors will have the full support of the teachers and full training will be given.

The full time post is 30.25 hours per week – Monday to Friday term time only - starting at 8.35 in the morning and finishing at 3.20 in the afternoon with 40 minutes for lunch.

Full time Cover Supervisors will need to be flexible and undertake other tasks at times when cover is not needed. This may include invigilation of exams, accompanying school trips, putting up displays and generally assisting teachers.

**Job Type:** Cover Supervisors  
**Employer:** Glebelands School  
**Location:** Cranleigh, Surrey  
**Salary:**

**Expiry:** 24/1/2012  
**Start Date:** ASAP  
**Contract:** Term Time  
**Contract Type:** Permanent  
**NQTs considered:** No