

# Moreton Hall



Scholarship | Gaiety | Humanity

Independent Boarding and Day School  
Girls 6 months - 18 years, Boys 6 months - 13 years



Head of Languages  
Moreton Hall  
Candidate Brief, Starting September 2022 or before









## Introduction

You may have preconceptions about what a traditional boarding school education is like – but Moreton Hall is a school like no other.

From the moment you enter the 100 acres of school grounds, you can embrace the 'Moreton Magic' and discover the infectious positivity and energy which is threaded through the classrooms, across the sports pitches and onto the stage.

Moreton is not a cookie-cutter sort of school; there is no typical Moretonian, what binds us is a strong set of shared values.

Moreton Hall was recently judged in the top category by ISI in a recent school inspection, our U14 Lacrosse team are national champions and our senior team are in the top eight in the country. Pupils go on to represent their country in a range of sports, enjoy success in their music examinations with distinctions galore and the progress they make with their academic studies places us towards the top in national value-added rankings.

As a forward-looking school, Moreton is unencumbered by petty rules. The pupils are encouraged to take responsibility for themselves and develop skills such as public speaking and

entrepreneurship during their time with us. Our pupils are self-confident and self-reliant without being arrogant, they are generous with their support of each other and of the community and their imagination knows no bounds.

Moreton has long been a values-driven school with a strong family ethos, right back to its foundation by Ellen Lloyd-Williams in 1913. We have captured the essence of life here in a document we have called Values, Vision and Commitments. With appropriate respect to our heritage and looking ahead to the future, we have also considered how we can make the school even better for those who call it their second home. I hope you enjoy reading about our exciting and ambitious future plans on our [website](#).

This is truly a remarkable place and I look forward to meeting you as part of the application process.

**George Budd**  
*Principal*





# Our Schools

Moreton Hall is committed to the enrichment and education of every pupil. From the youngest member of Moreton First to the most able Oxbridge candidate in the Upper Sixth – every pupil receives the support and challenge they require to fulfil their potential.

## First Steps Nursery

First Steps Nursery offers a safe, caring, stimulating environment for young children from 6 months - 3 years, within the grounds of Moreton Hall in a purpose-designed facility.

## Prep School

We are proud that we offer boys and girls from 3 - 11 years a unique start to their education, ensuring academic rigour goes hand in hand with encouragement to achieve success in all creative and sporting fields. Our education is personalised for each child in our care.

Joining our Prep is how many pupils begin their Moreton Hall education and join this community. The school builds the foundations which prepare all pupils for Senior School life, be that moving into Moreton Hall's own Senior School or, for our boys at 13+, via entrance and scholarship examinations for other leading schools.

## Senior School

Academic excellence, a tailored curriculum, outstanding pastoral care and extra-curricular activities of an extraordinary range and quality are the cornerstones of the school.

An extended teaching day, Saturday morning school and activities every evening maximise the opportunities for learning. This, combined with a curriculum that is tailored to meet the requirements of each individual pupil, creates a bespoke educational experience that truly develops self-confidence and resilience for life.

## Sixth Form

Vibrant, welcoming and tailored to the individual needs of each student, Moreton Hall's 'Moreton Sixth' is a thriving girls-only sixth form which equips each student with all of the skills and qualifications they will need as young women in the world beyond school.

The school's extensive A Level programme offers something for every aspiration and ability. Academically, the school boasts many alumni at the country's top Russell Group universities including; Oxford, Cambridge, Imperial, LSE and Durham with many girls bucking national trends to pursue STEM routes.

## International

The Moreton Hall International Study Centre (ISC) was established in 2005 and today takes up to 50 overseas students from the age of 13 - 17. The ISC is housed in a dedicated building called Mitchell House which includes accommodation, classrooms and common rooms.

## Summer School

The Summer School runs for 8 weeks each Summer and welcomes students from all over the world on a number of different courses ranging from the unique Parent and Child course, Intensive Academic and Group courses.





# Facilities

The school is set in one hundred acres of beautiful parkland on the Shropshire – Welsh border. Steeped in history, parts of the original building date as far back as 1527. The School offers a tranquil environment in private and secluded grounds.

- The school's sporting facilities include an all weather surface, grass lacrosse and hockey pitches, 14 tennis courts, athletics fields, an indoor pool, netball courts, a nine-hole golf course, a large sports hall and a fully equipped fitness suite.
- Our accommodation is spread over six boarding houses offering a combination of single, twin, double and multi bedded rooms.
- High quality modern IT facilities exist throughout the school and boarding houses, including a dedicated IT Centre with over 50 computers and high speed Wi-Fi to every house. All main teaching rooms are equipped with data projectors and interactive whiteboards.
- The £1.45 million Holroyd Community Theatre enhances Moreton's dynamic arts programme with a fully equipped professional theatre and a vibrant state-of-the-art performance space, in addition to the school's outdoor amphitheatre and outstanding music facilities.
- A University quality Medical Science Faculty offers cutting edge laboratories for aspiring Scientists, Doctors, Veterinarians, Dentists and other medical professionals.
- The Halsall-Williams Library offers a bright, spacious hub for reading and learning.
- The Archive Room offers a place to reflect, enjoy and learn about our tradition and history, creating a bond for our school community.







# Benefits of Working at Moreton Hall

Competitive Salaries

Support Staff Workplace Pension Scheme

Statutory Holiday Entitlement

Continuous Professional Development

First-rate Staff Facilities including Recently Refurbished Staff Work and Social Areas

Health and Wellbeing, Employee Assistance Programmes

Free Use of the Fitness Suite

Access to a Wide Range of School Events

Corporate Rate at Local Health Club and Spa

*The reward for working at Moreton is more than financial.*





# Moreton in the Community

## Community Initiatives

### *Face2Face*

Face2Face Performing Arts Academy provides pupils between the ages of 9 - 18 expert teaching in dancing, singing and acting whilst building their confidence and having fun! Face2Face is open to anybody in the local community and runs weekly alongside the academic term.

### *North Shropshire Music*

North Shropshire Music is an exciting initiative offering a range of opportunities for local musicians in the North Shropshire and Welsh Border areas. NSM is a Centre of Musical Excellence offering all ages and abilities to participate in a larger ensembles.

## Widening Participation

Widening participation is firmly embedded in everything we do at Moreton Hall. We are committed to nurturing local talent and potential and removing barriers to learning whilst enhancing a pupil's educational experience.

Moreton Hall is engaged in many exciting partnerships and projects with local state school St Martins. The collaborative work involves the sharing of best practice, expertise and facilities to the benefit of the pupils.

### *Creative Arts Programme*

The Creative Arts programme provides local primary schools with a unique opportunity to have lessons in dance, acting and singing with industry professionals. The six week programme culminates with a performance for parents and teachers.

## The Holroyd Community Theatre

The Holroyd Community Theatre, a £1.45m arts venue, is a first-class professional theatre space overlooking the grounds of Moreton Hall.

The Theatre provides access to theatre productions, offers a space for use by local theatre companies and community groups, provides traineeships and opportunities for young people, and access to learning resources for many local schools including Moreton Hall.





# Person Specification

- Additional Generic Information**
- In our Modern Foreign Languages Department Spanish, French, German and Mandarin Chinese are all offered as mainstream languages with some students studying two languages to GCSE and an increasing number of students opting to study a language at A Level.
  - The successful applicant will be passionate about teaching Spanish and promoting language learning. They will inspire students to appreciate the richness and diversity of the Spanish and Latin American language and culture. They will be well organised, energetic and willing to go the 'extra mile'.
  - They will hold Qualified Teacher Status (QTS) and have a proven track record of successful Spanish teaching across different key stages and believe that all students can succeed in Languages.
- Qualifications**
- Degree in Language-related subject
  - Experience of teaching up to and including A Level
- Experience**
- Experience of Teaching Spanish to A Level and a second language up to KS3 or GCSE is desirable.
  - Excellent awareness of 'Keeping Children Safe' and Safeguarding policy/processes.
  - Experience of a managerial role or the potential to successfully lead a department.
  - A commitment to a whole school approach to languages, from Prep to Upper Sixth.
- Skills**
- Excellent communication skills
  - Excellent ICT skills
  - The ability to form and maintain excellent positive relationships with pupils, parents and colleagues.
  - First-rate leader with evidence of success in both raw grades and value added.
- Personal Competencies / Qualities:**
- An enthusiasm for developing the individual potential of every pupil
  - Patience, resilience, commitment, tolerance and a good sense of humour
  - Good organisational skills
  - Good professional manner and appearance
  - Ability to communicate effectively with pupils, staff and parents
  - Commitment to the wider life of a busy boarding school
  - Ability to inspire confidence in pupils, parents and colleagues



# The Role

This is a new role, and as such the exact job profile will develop according to the particular strengths of the candidate.

**Job Title:** Head of Languages Department

**Line Manager:** Head of Senior School

**Responsible for:** Languages Teachers and Language Assistants and liaising with the Head of Learning Support/EAL teachers

**Job Purpose:** To contribute to the School's mission to provide an enriching and challenging education within a strong community, enabling each pupil to fulfil their potential and embrace their future with confidence by leading and developing the work of the Languages Department within the School.

## Responsibilities include:

- Development of the School/Department strategies and policies for teaching and learning.
  - Responsibility for the development and delivery of the curriculum, assessment and examination programme within the Department.
  - Responsibility for staff management, deployment and development within Languages (Currently comprising French, German, Spanish and Mandarin).
  - Responsibility for monitoring and development of pupils' learning within the area of Languages.
  - Management and accountability for resource provision allocation and use and for matters of Health and Safety within the Department.
  - To support Moreton Hall's Marketing and Development strategy by promoting Languages both inside and outside the School.
  - Any other duty within the reasonable scope of the role under the direction of a member of the SLT.
- Development of the School/Department strategies and policies for teaching and learning**
- A Contribute to the formulation of the School development plan and develop objectives and strategies for the implementation of this plan within the Languages Department.
  - Be accountable for the development of effective teaching and learning strategies, schemes of work etc. within the Languages Department.
  - Help establish, agree and monitor targets for the staff and pupils in relation to learning and academic progress within the subject.
  - Advise the Principal and SLT on the implications for the School of national and local developments within the Languages curriculum.
- Responsibility for the development and delivery of the curriculum, assessment and examination programme within the Department**
- To represent the Department at relevant meetings and to report back on these meetings to members of the Department.





# The Role (continued)

- To remain up to date on wider developments within the subject area in order to inform members of the Department about these.
  - To liaise with the Head of Senior School over timetabling, and also the compilation of information for pupils and parents regarding courses, assessment and reporting.
  - To set suitable internal examination papers as required, setting and organising the marking entrance exam/scholarship papers at 11+, 13+ and 16+ by your department.
  - To work with the Examinations Officer on all matters relating to public examination syllabi and entries.
  - To oversee entries and administration for native language qualifications at GCSE and A Level.
  - To monitor lesson plans and prep set by members of the Department, to ensure a common marking policy is observed by members of the Department.
  - To ensure that appropriate work is set and available for pupils when members of the Department are away and to liaise with the cover teacher as appropriate.
  - To ensure that there is a comprehensive programme for the More Able pupils to enhance their enjoyment and progress in Languages.
  - To encourage extension activities, trips, pupil newsletter, European Day of Languages events and subject based clubs etc. to further the subject within the School
- and maintained, and that targets set in the departmental and whole school development plans are achieved. This will involve the holding of regular minuted departmental meetings to review progress.
- To lead the team in developing effective/ relevant use of ICT in the teaching of Languages at all levels.
  - To play an important role in staff development within the Department, conduct classroom observations, monitoring and developing teaching and learning styles in the Department.
  - To ensure that the development needs of members of staff within the Department are identified and addressed within the context of the School's in-service policy.
  - To assist the Head of Senior School and the Principal in the interviewing and appointment of new staff for the Department, to play a role in their induction, as required, and subsequently to support these staff in dealings with parents, pupils and other agencies.
  - To supervise and help as mentor for NQTs and PGCE students as required.
  - To maintain and further links with appropriate post holders in the Prep to ensure effective staff liaison and pupil transfer arrangements.

## Responsibility for monitoring and development of pupils' learning within the area of Languages

### Responsibility for staff management, deployment and development within Languages

- To lead the team of staff within the Department, ensuring that standards are met
- To oversee the development of the progress made by all pupils within Languages making use of both internal and external data as appropriate and undertake regular work scrutinies.
- To work with House staff to raise the level of individual pupil achievement, and to monitor progress.



# The Role (continued)

- To make use of relevant baseline data, to discuss expectations and to set targets for individual pupils.
- To liaise with the Learning Support/EAL Department to ensure that appropriate support and learning strategies are in place for pupils within the subject.
- To maintain displays of pupils' work in the Department and around the School to celebrate pupil achievement.
- To take necessary steps to ensure the safety of pupils and staff within the departmental area, assuming appropriate responsibilities under the School's Health and Safety policy.
- To support members of the Department in matters of classroom management and discipline.
- To work with Academic and House staff as required to operate the setting system, and to draw up and review setting arrangements and set lists.
- To ensure effective communication with parents on departmental matters or when issues arise concerning individual pupils and students. This is normally to be achieved in liaison with House staff.

## **Management and accountability for resource provision allocation and use and for matters of Health and Safety within the Department**

- To manage the Department's annual budget in accordance with the principles set out by the Financial Controller.
- To bring to the attention of the appropriate member of the Senior Leadership Team any matters of concern or interest regarding the Department's courses or procedures, staffing needs or resourcing.
- To produce a departmental handbook and review as appropriate.
- To advise the Head of Operations concerning any repairs or maintenance required within the departmental area, and to advise of any possible improvements to the area.
- To report, as required, to the Principal and SLT, on progress and needs of the Department, providing a list of departmental resource requirements in line with the Development Plan.
- To ensure that all matters of Health and Safety Risk Assessments etc. are in place and appropriate training and monitoring is carried out across the Department.
- To work towards resourcing the Department to allow for necessary differentiation of teaching.

## **To support Moreton Hall's Marketing and Development strategy by promoting Languages both inside and outside the School**

- To play a role in marketing the School by preparation for and attendance at promotional events as required by the Principal, such as Open Mornings.
- To build up links with outside bodies, groups or individuals to help the work of the Department or promote the School, e.g. potential feeder schools, University Departments, local businesses.
- To help promote the School by contributing material for occasional press releases or articles for publication etc.







# How to Apply

Application forms are available on our website ([www.moretonhall.org/vacancies](http://www.moretonhall.org/vacancies)) – please email completed application forms along with a covering letter (2 pages maximum) to Debbie Jones, HR Administrator ([hr@moretonhall.com](mailto:hr@moretonhall.com)), by 6pm Thursday 30<sup>th</sup> September 2021. There is no need to submit a curriculum vitae.

Interested candidates are invited to contact Ruth Brown, the Principal's PA (01691 776020), to arrange an informal discussion with Principal, George Budd, prior to applying.

*Moreton Hall is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.*

*Moreton Hall reserves the right to withdraw the job should a suitable candidate be found at any time during the recruitment process.*

# How to Find Us

Sat Nav / GPS Systems - enter SY11 3EN  
Moreton Hall is on the A5, 3 miles north of Oswestry and a 20 minute drive from Shrewsbury or Chester.







Moreton Hall, Weston Rhyn, Oswestry, SY11 3EW

Tel: 01691 773671 | Email: [admin@moretonhall.com](mailto:admin@moretonhall.com)

[www.moretonhall.org](http://www.moretonhall.org)

[f/MoretonHall](https://www.facebook.com/MoretonHall) [@MoretonHall](https://twitter.com/MoretonHall)

Charity Registration Number: 528409