



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Head of Languages

(Upper Prep & Senior School: Years 4 - 11)

From 1 September 2026

Information for Applicants



Cranmore part of the Effingham Schools Trust
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CRANMORE **ST TERESA'S**

Welcome from Headmaster



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities and supported by excellent pastoral care. In our February 2025 full inspection, the Independent Schools Inspectorate confirmed that Cranmore met all the Independent Schools Inspectorate standards. At Cranmore, excellence is part of our culture. We are a school where boundless opportunities inspire and promote success, so that every child thrives. We prepare children for more than just exams – we prepare them for life.

Cranmore is part of the Effingham Schools Trust (EST) together with St Teresa's and Manor House schools. EST offers a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. Three modern, progressive schools, with enviable facilities deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt
Headmaster

Head of Languages – Responsibilities & the Person

Cranmore has a fully established Senior School with 74% of GCSE grades in summer 2025 being at grades 6-9. We are seeking an enthusiastic and well-qualified Head of Languages to lead the Languages Department from Years 4 to 11. The successful candidate must be able to teach French. Pupils have specialist French teaching from Year 4, with Spanish and Latin being taught from Year 7. The Languages Department promotes learning outside of the classroom through trips and workshops.

Managing Curriculum

- Establishing and reviewing schemes of work and monitoring their use by staff.
- Selecting the examination board and liaising with the examination board about specifications, examinations and results.
- Implementing effective methods of assessment of pupils' work, analysing the results and implementing changes to teaching and learning as a result.
- Keeping up-to-date with subject developments outside Cranmore and sharing them with the Deputy Head (Academic) and colleagues.
- Liaising with the Deputy Head (Academic) about future developments in the curriculum, staffing and resourcing.
- Promoting the appreciation of foreign languages and culture beyond the classroom through an enrichment programme including co-curricular activities, trips and participation in language competitions.

Managing Departmental Staff

- Providing an effective induction programme for new members of the department.
- Observing teaching as a matter of good practice and providing constructive feedback to staff concerned.
- Ensuring that rewards and sanctions are effectively used by staff.
- Providing support to members of the department.
- Delegating appropriate tasks to create a sense of teamwork within the department and aid professional development.
- Ensuring that staff are aware of how to identify pupils with learning, medical, social or other difficulties and available support within the School.
- Annual appraisal of the teaching members of the department.
- Monitoring overall workloads of members of the department.
- Monitoring the writing of academic reports on pupils by staff in the department.

Managing Pupils

- Ensuring that pupils are taught in appropriate groups.
- Scrutiny of pupils' work fostering high standards.
- Advising pupils and parents on options choices.
- Communicating effectively with parents in relation to areas such as pupil placement within classes or sets, outcomes of assessment and curriculum pathways.

Head of Languages – Responsibilities & the Person

Administration of the Department

- Attending Heads of Department meetings and holding regular departmental meetings to exchange ideas and inform and develop good practice.
- Producing an annual report for the Head including a detailed analysis of public examination results.
- Managing the departmental budget effectively and keeping accurate inventories of fixed assets in the department.
- Overseeing the purchase, issue, return of textbooks and the recharging of lost textbooks.
- Keeping a comprehensive online presence of up-to-date departmental resources.
- Starting a subject-based society which provides appropriate enrichment activities for different age groups.
- Responding constructively to requests from other functions within the School for advice and assistance, such as the admissions and finance departments.
- Ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.

Qualifications

- A good honours degree in a relevant subject.
- Evidence of extensive, relevant continuing professional development.

Experience

- An impressive record of outstanding and recent senior school languages teaching.
- Evidence of having taken on additional responsibilities within a department.

Knowledge

- Excellent subject knowledge.
- Up to date knowledge of national curriculum.
- A clear understanding of the essential qualities necessary for effective teaching and learning.

Skills

Be able to:

- Demonstrate excellent communication skills and the ability to set and communicate a clear vision.
- Demonstrate good interpersonal skills.
- Analyse and interpret departmental data to evaluate the performance of pupil groups, pupil progress and plan a robust course of action for improvement.
- Deal sensitively with situations that may include tackling difficult situations and conflict resolution.
- Excellent written and oral communication.

Personality

- Ability to inspire and motivate colleagues, act as a role model and have high expectations of self and others.
- Ability to investigate, resolve problems and make informed decisions.
- Have excellent organisational skills and the ability to prioritise when under time pressure.
- Possess imagination, enthusiasm and a good sense of humour.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Parking

Parking for staff members is provided onsite.

Employee Assistance Programme

A free, confidential 24-hour telephone service.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, 6-hole golf course, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: Monday 11 May 2026

Start date: 1 September 2026