



www.oxtedschool.org

Head of Modern Foreign Languages

April 2026

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WELCOME FROM THE PRINCIPAL

Dear Candidate

Thank you for your interest in the position of Head of Modern Foreign Languages at Oxted School.

Oxted School is a large, vibrant, and successful with over 1700 students aged 11-18 on roll. Founded in 1929, Oxted School is strongly rooted in the local community, a community that we are so proud to serve. We are Ofsted rated 'Good'. The school is part of The Howard Partnership Trust (THPT).

Oxted School is on a rapid and ambitious journey, and I am looking for someone with the personal drive and determination to help me fulfil the school's full potential. You will be an experienced and successful leader with an appetite to take full advantage of the opportunities ahead. We have the highest of aspirations for every member of school, and you will help me meet these aspirations.

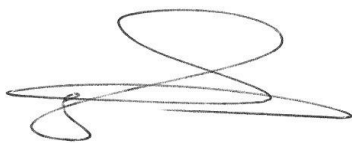
Excellent teaching, a strong pastoral system, high quality support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities to ensure that the needs of every student are met, is our goal. With your leadership and determination, you will work with me to meet Oxted School's vision for the future and further accelerate our progress.

Developing our staff and their wellbeing is also a high priority, so we provide a well-resourced environment where staff are supportive of each other and work collaboratively. Staff CPD and development is important in our school, and we take our responsibility to develop our staff seriously.

We hope you will find the information in this pack interesting and informative.

If you feel you have the energy and passion to fulfil this role, I look forward to receiving your application.

Yours faithfully,



Maurice Devenney
Principal
#teamOxted





OUR TRUST

About THPT

The Howard Partnership Trust is a growing family of 13 schools in the South East of England. Our family includes Primary, Secondary and Special Schools and welcomes any school that shares our values and commitment to Bringing out the Best in each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our six shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the independence to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.

If you share our outlook and passions, we hope you find the information here you need to make an informed application.



OUR SCHOOL

Our School

Oxted School is a comprehensive school for students aged between 11 and 18. The school is popular in the local community and has a growing Sixth Form. Our school is a welcoming environment, which, paired with our high standards, delivers an improving education for our students. Our buildings range from a traditional main block to much more recent developments that contain specialist science labs, sports hall, dance and drama studios, music rooms and STEM workshops. The student body in our school is truly diverse, both in heritage and educational starting point.

The school is a short walk from Oxted station. London Bridge and London Victoria are approximately a 30-minute journey by train. The school is also within easy commuting range of South London and Surrey.

#teamOxted Mission Statement

We want to broaden the horizons of our students and staff through the provision of a world-class education filled with opportunity. We fulfil this ambition through our mission statement:

- A highly successful School, that is proud to be at the centre of our community.
- A kind, safe and inclusive School that values each team member.
- A learning environment where staff and students thrive.
- A fearless commitment to bringing out the best in each other.

We are unashamedly aspirational for our students and aim to equip them with the knowledge, skills and dispositions they need to be successful, both academically and in their wider lives

There is a culture of celebration established and reinforced by regular rewards and recognition of students' achievements.

#teamOxted Culture

Working at Oxted School means becoming a member of #teamOxted. At its core this team creates a culture of:

- High expectation and aspiration for all.
- Collaboration and teamwork #teamOxted
- Organisation and overcommunication of routines.
- Consistency with cohesion.
- Simple and focused approach.
- Advantaging our disadvantaged.
- Assessment, not assumption.
- Always learning.

#teamOxted Values

We have a shared set of values for both our staff and students. We want these values to be lived, not laminated so every member of #teamOxted is aware of the traits and behaviours we prize:

- Respect
- Responsibility
- Resilience
- Reflection



OUR COMMITMENT TO YOU

When you apply to join our Trust, it is important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools.

These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people.

We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter. Staff are our most valued asset, and we place a high emphasis on staff well-being and professional development.

OUR COMMITMENT TO YOU

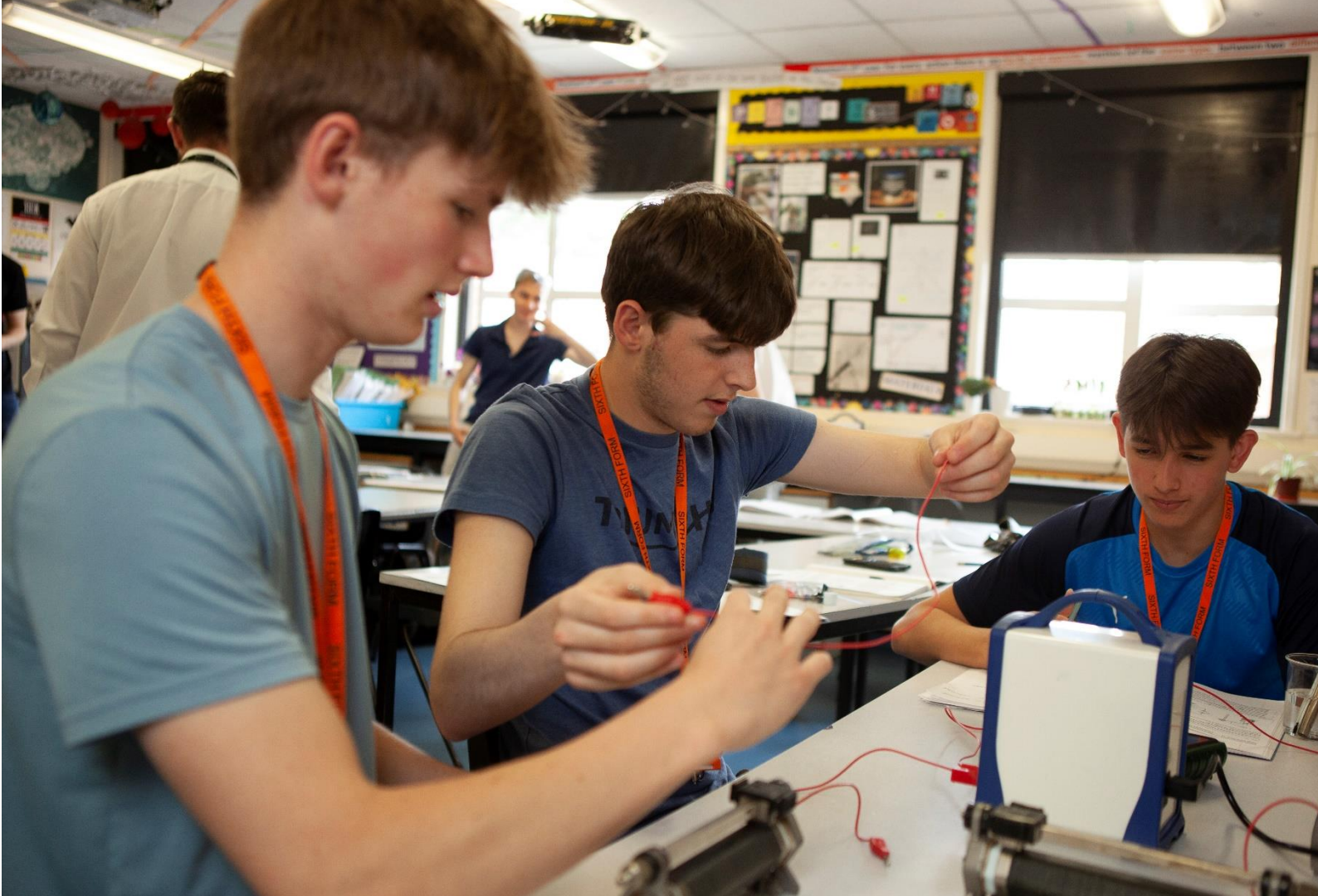
- Transparency – we will treat you with respect, honesty, and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively.
- Understanding – we will ensure you are given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and will act on what you have to share.
- Inclusivity – our recruitment decisions align with our commitment to create a high quality, diverse workforce.

WE WILL ALWAYS

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.



THE OPPORTUNITY

The Role

This role will offer the successful candidate exciting opportunities to work as part of a dynamic team and to be part of the driving force behind the evolution of our school in an outstanding 21st century learning environment, as part of a team dedicated to delivering excellent learning.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion.

This is an excellent opportunity to join an outstanding staff body and an ideal position for someone aspiring for Middle Leadership.

The Person

The ideal candidate will have high standards, strategic vision, work well with their colleagues and bring an innovative and dynamic approach to subject development. They will understand the direction the department needs to go and help me to bring about further improvement. They will want to make Oxted School a beacon of excellent pedagogical practice.

We need someone who is a motivated, energetic, self-starter; a team player with bundles of enthusiasm, a good sense of humour and a passion for working with young people in a busy and thriving school environment.

Key information on the department and our curriculum can be found in our school website: www.oxtedschool.org

JOB DESCRIPTION

Job Title	Head of Modern Foreign Languages
Reporting To	Assistant Principal
Salary Scale	London Fringe: Teachers Pay Scale + TLR1b

Main Purpose:

Key Accountabilities below:

- To ensure that all staff within the Faculty provide inspirational high-quality Teaching and Learning that supports students in making accelerated progress.
- To provide inspirational leadership and develop a high performing team which delivers outstanding outcomes for students
- To lead and promote activities that support the improvement priorities of the school
- To consistently maintain and model the Teacher Standards

Main Accountabilities

The main accountabilities of the Head of MFL are:

1. Strategic Leadership

Provide leadership and strategic direction, with accountability for all department standards.

- To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the faculty
- To audit and plan the curriculum provision and enrichment within the faculty
- To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning
- To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets
- To contribute to the appointment of staff to the faculty
- To deploy teaching and support staff within the faculty.
- To carry out Performance Management in line with whole school procedures
- To manage a budget and oversee effective allocation of material resources within the faculty

2. Teaching and managing student learning

- To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement
- To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students
- To observe and analyse classroom practice, in line with whole school Quality Assurance procedures
- To develop students' communication, literacy and numeracy skills

- To keep abreast of new curriculum thinking (including KS2) and examination specifications
- To promote the use of the VLE and extra-curricular opportunities to extend learning beyond the classroom
- To manage student behaviour, sanctions and rewards within the faculty in line with school policy

3. Assessment and Evaluation

- To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy
- To lead the implementation of intervention strategies to ensure outstanding progress for all students

4. Professional development

- To role model outstanding classroom practice
- To inspire and motivate staff within the faculty and develop a cohesive team
- To promote collaborative working within the faculty, with other subject areas and other THPT schools
- To provide subject specific Professional Development opportunities which develop pedagogy and have impact in the classroom
- To take responsibility for your own Professional Development through engagement in internal and external training
- To read widely, and keep abreast of national developments in education

5. Communication

- To organise and lead regular line management meetings within the Faculty
- To organise meetings ensuring the focus is on the improvement of Teaching and Learning
- To establish effective communication with parents / carers
- To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression
- To attend parent / information evenings in line with role

Subject Specific Information

Our Business Studies department sits within the wider Economics, Business, and Vocational Faculty, which is a forward-thinking and dynamic team. We pride ourselves on the strength of our teaching and learning strategies, our collaborative ethos, and our shared commitment to student success. Our team brings together a range of experience and subject expertise, and we are passionate about delivering high-quality lessons that inspire and challenge our students to reach their full academic potential.

We are seeking a teacher who can deliver consistently excellent lessons and is driven by the ambition to help students achieve the very highest outcomes — A and A* grades at A-Level, and 7–9 grades at GCSE. The successful candidate will have the ability and desire to teach across the full range of our KS4 and KS5 Business provision, including GCSE Business (Edexcel), the Enterprise course at KS4, and the BTEC National Extended Certificate in Business at KS5.

We believe in teaching Business in a way that brings the subject to life. Whether it's through real-world case studies, links to current economic and corporate developments, or opportunities to engage with local businesses and entrepreneurs, we aim to give our students both academic success and a strong understanding of how Business operates in the real world.

Teachers in the department are encouraged to be innovative and reflective in their planning and delivery, using a wide range of up-to-date and relevant resources. Lessons are fully differentiated to ensure that students of all abilities are supported and challenged. We regularly

review student groupings and progress to ensure that all students are on track to meet — and exceed — their targets.

We follow the Edexcel specification for GCSE Business and A-Level Business, and Pearson BTEC for our vocational KS5 offer. We are continually refining and developing our schemes of work to reflect the evolving nature of the subject and the new specifications.

Our faculty is friendly, supportive, and ambitious. We work collaboratively with leaders of other subjects such as Sociology, Law, Psychology, and Criminology to share best practice and drive improvement. We offer a professional, rewarding, and engaging environment in which colleagues can thrive and develop. The Business Studies department is an integral part of this vibrant faculty, and we look forward to welcoming a new colleague who shares our passion for teaching and learning — and for enabling students to achieve excellence.

PERSON SPECIFICATION

E: essential

D: desirable

Qualifications and Training	
Qualified teacher status	E
Relevant specialist qualifications in your subject	E
Commitment to CPD and improving practice through reflection	E
Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism	E
Experience as a form tutor and / or pastoral work	D
Skills & Abilities	
To be able to teach lessons which consistently meet the Teacher Standards	E
Demonstrable experience of improving student outcomes	E
Experience of carrying out monitoring and evaluation of colleagues	D
Experience of leading CPD opportunities for colleagues	D
To use a variety of strategies to engage students and promote a stimulating learning environment	E
To lead a team, inspiring others and to promote faculty / department procedures	E
To be a confident user of IT as a teaching tool	E
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	E
Personal Attributes	
Excellent communication skills with the ability to relate well to students and adults	E
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	E
Energy, enthusiasm, determination and an insistence on high standards	E
Be able to work under pressure, prioritise and manage time effectively	E
Safeguarding	
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).	
The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	

APPLICATION PROCESS

Application Process

All applications should be submitted no later than **12pm on Monday, 23 February 2026**.

We reserve the right to interview before the closing date, so an early application is advised.

Interviews

Interviews may take place early than the closing date by mutual agreement.

Notification & Feedback

Candidates who have been called to interviews will be notified as soon as possible. Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.



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