



FORRES SANDLE MANOR

FORDINGBRIDGE

# APPOINTMENT OF HEAD OF ENGLISH

## Candidate Information

Required for September 2026



# INTRODUCTION

Established in 1880, what is now Forres Sandle Manor has an enviable history. The owner of Pembroke Lodge School (originally located in Southbourne) purchased the Manor House and adjacent land in 1936, and at the start of the 1936 autumn term, Sandle Manor Preparatory School commenced educating pupils on this site.

During the following decades, the school's facilities underwent considerable improvements, including new classroom blocks, sports facilities and, in 1972, a new swimming pool. In 1993, Sandle Manor Preparatory School merged with Forres Preparatory School of Swanage and was renamed Forres Sandle Manor Preparatory School.

Today, the school remains set within 35 acres of stunning grounds, including STEAM building, sports fields, an astro pitch, heated swimming pool, cricket pitches, a multi-purpose sports hall, netball/tennis courts, and beautiful woodland with our Forest School, complete with an Anglo-Saxon Roundhouse. The original manor house is recorded in the Domesday Book; an Elizabethan house, largely rebuilt around 1900 but retaining the Tudor style.



# LOCATION

The school stands in acres of wonderful countryside on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque riverside town, is known as the 'Gateway to the New Forest' and is located between Salisbury and the coastal towns of Christchurch, Bournemouth, and Poole. The area boasts easy access to beaches, riverside walks, the New Forest, and numerous historical and family attractions. The school is 12 miles from Salisbury and less than 20 miles from Bournemouth town centre.

# EDUCATIONAL PROVISION & GROWTH

For many decades, Forres Sandle Manor has built a reputation as an outstanding preparatory school, preparing pupils for 13+ Common Entrance and scholarships to senior independent schools including Marlborough, Sherborne, Canford, Dauntsey's, Bryanston and Clayesmore. In recent years, FSM leavers have maintained a 100% success rate at Common Entrance.

Boarding is offered from Year 3 upwards, with full, weekly and flexi-boarding options available. While boarders represent a minority of our pupils, they remain an integral part of school life, enjoying the unique setting of the historic manor house. Flexi-boarding in particular has grown in popularity among older pupils.

The school is now entering a significant new phase of development. Our first GCSE cohort will sit examinations in 2027, with the inaugural Year 9 group having joined in September 2025. To support this expansion, we are investing substantially in curriculum development, staffing and facilities. In 2025, we opened a new multi-million-pound STEAM building, incorporating three specialist science laboratories and further enhancing the educational provision for our pupils.



## AIMS & ETHOS

Our ambition is to grow sustainably while remaining true to our values:

- Outstanding academic progress through small classes and inspirational teachers
- Exceptional personal development through enrichment and co-curricular opportunities
- Maintaining a caring, supportive ethos where every staff member takes a genuine interest in each pupil

# THE POST - HEAD OF ENGLISH

Since Since September 2022, following the arrival of our Headmaster Mark Howe, Forres Sandle Manor has enjoyed a period of considerable growth and success. Enrolment has doubled during this period, with continued growth forecast through 2027 and beyond.

We are now seeking an individual who will take overall responsibility for the delivery of English Language and Literature for pupils in Years 7 and above (we do not anticipate this postholder teaching age groups younger than Year 7). They will be working alongside another full time specialist English teacher & with our oldest pupils about to commence Year 11 this September, this is an opportunity not just to join a department but to shape one.

Reporting to the Senior Leadership Team, the Head of Department is responsible for academic standards in their subject(s); for the development of his/her subject throughout the School; for ensuring that the teaching is stimulating across the age and ability range and for fostering an atmosphere of ambition and purpose within the department. In addition to the duties of a teacher the specific responsibilities are:



## Key Responsibilities

1. Strategic Planning and Development
  - Contribute to whole School policy-making and strategic planning as required by the Headmaster.
  - Prepare, monitor and update annual departmental plans in consultation with colleagues.
  - Take the lead in ensuring that School policies and strategies are embedded in schemes of work and departmental plans.
  - Reviewing the curriculum and co-curricular offer to support mid to long term developments in the provision.
2. Curriculum Management
  - Planning, implementing and reviewing the curriculum.
  - Monitoring the quality of the department's teaching and learning and student progress.

- Ensuring that assessment is both regular and rigorous and that data is used for tracking purposes.
  - Analysing student performance in school and public examinations and writing updates for senior leaders including analysis of mocks and GCSE outcomes.
  - Planning the future development of the subject within the school and writing the Departmental Development Plan.
  - Ensuring the department is aware of national subject developments.
  - Planning, implementing and reviewing the co-curricular programme offered by the department.
  - Organisation of activities to extend and enrich students outside the formal curriculum e.g. trips, lectures, competitions.
  - Ensuring that the departmental handbook and schemes of work are kept updated and reviewed regularly.
  - Organising any setting or grouping arrangements within the department in conjunction with other Heads of Department and the Deputy Head, where appropriate.
  - Organising examination entries in conjunction with the Examinations Officer.
3. Human Resources
- Planning the Development and training of teaching staff within the department.
  - Ensuring performance management systems are in place and delivered.
  - Reviewing members of the department.
  - Contributing to the recruitment of new staff as required.
  - Delegating tasks appropriately, offering opportunities for development as they occur.
4. Communication
- Representing the subject disciplines in all matters related to the curriculum at full staff meetings and at Heads of Department meetings.
  - Holding regular departmental meetings to disseminate information, discuss policy and to plan and delegate departmental work.
  - Providing the Deputy Head and Head with minutes of departmental meetings.
  - Liaising with senior staff, colleagues and parents as required.
  - Organising the department's contribution to any marketing opportunities as required.
5. Finance
- Submitting a proposed annual budget, then keeping within the agreed budget and monitoring best value.
  - Submitting investment bids annually for subject and/or facility development.
6. Physical resources and safety
- Ensuring the safety of students and staff within departmental areas and on visits arranged by the department, to fulfil the School's duty of care at all times.
  - Ensuring that all resources are well maintained and available for use.
  - Ensuring that opportunities for extending sustainable work practices are developed.
  - Ensuring that the departmental area provides a stimulating environment.
  - Ensuring that health and safety is an item on department meeting agendas and appropriate notification and action is taken.
7. Examinations and scholarships
- Heads of Department will attend GCSE results days in School.
  - As appropriate by subject, Heads of Department organise aspects of entrance examination papers and the scholarship process for the relevant entry point.
8. Safeguarding
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

# PERSON SPECIFICATION

## Skills & Abilities

- Ability to motivate and inspire students across the age and ability range.
- Ability to formulate and lead, dynamic short- and long-term development plans.
- Ability to plan and implement change.
- Ability to analyse situations and suggest strategies for improvement.
- Excellent teaching and classroom management skills.
- Effective communication skills – oral and written.
- Effective IT skills.
- Strong organisational skills.

## Knowledge

- Excellent subject and curriculum knowledge up to and including GCSE in the relevant subjects.
- An awareness and understanding of the issues and current developments in teaching.

## Qualifications and Experience

- A good honours or higher degree in a relevant discipline.
- Qualified teaching status.
- Proven teaching experience at secondary level up to GCSE is essential.
- Experience of teaching an additional subject and/or English as an additional language is desirable.
- Experience of budgeting/financial management and resource management is desirable.

## Personal Attributes

- Enthusiasm and passion for the subject and the ability to convey these.
- Clear vision for the subject discipline(s) at the School.
- A willingness to participate in trips and to extend opportunities for students.
- A commitment to involvement in an extracurricular programme which meets the needs of all students.
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.



# WHY WORK AT FSM?

Small class sizes enabling meaningful relationships and personalised teaching.

A genuinely collegiate staff body with high professional trust.

A school where innovation is encouraged and ideas are welcomed.

A beautiful 35-acre campus on the edge of the New Forest.

A community where staff are known, valued and supported.

As FSM grows into a fully-fledged senior school with GCSE provision, this is an opportunity not simply to join a department, but to shape it.



## TERMS & BENEFITS

- Teachers are paid a salary that reflects their knowledge and experience.
- Teachers are entitled to take the normal School holidays.
- We offer a hybrid pension model, enabling colleagues to be part of TPS or APTIS.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- 50% discount on all tuition fees for all dependents attending Forres Sandle Manor.

We do not require the postholder to participate in boarding duties, however there is a possibility of providing accommodation for those whose circumstances would suite living onsite in return for some boarding duties.

Forres Sandle Manor is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.

Start date: September 2026





## THE PROCESS

These job details should be read in conjunction with our Safeguarding policies, available on our website. Please then complete an application form (available with this advertisement). The completed and signed application form, which includes a supporting letter addressed to Mr Mark Howe, Headmaster, should be submitted via email to [office@fsmsschool.com](mailto:office@fsmsschool.com)

Closing date for applications is 12 noon Wednesday 22nd April.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.