



Candidate Information

Head of Prep School Modern Foreign Languages (teaching Years 1 - 8)

September 2026

SUTTON VALENCE SCHOOL



Broadening Horizons.
Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found [here](#).

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found [here](#).

The Senior School has excellent facilities both indoors and outdoors. Our Art and DT Departments have enviable facilities and their own buildings in the Village, the Music School has dedicated teaching/practice rooms and a performance hall, the Drama department boasts a professional standard theatre, and our sports facilities include a full-size AstroTurf, Tennis and Netball courts, extensive fields, a superb indoor swimming pool, a sports hall, permanent Cricket nets and an Athletics track.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our pupils to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Mission

Our Mission is to have a School where one will find:

Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

Ethos

A community where each cares for all and individuality is cherished.



Join Our Team

We are looking for a well-qualified and enthusiastic MFL teacher from September 2026 to lead the learning of languages in the Prep School (Years 1 to 6) and to teach Years 7 & 8 in the Senior School. They will lead language learning in the Prep School, reporting to the Assistant Head (Academic), and will also report into the MFL Head of Department in the Senior School relating to the Year 7 & 8 teaching.

The ideal candidate will deliver engaging lessons to encourage the pupils to develop a love of languages from Key Stage 1 up to Key Stage 3, so that they might continue studying languages to GCSE level and beyond. We aim to build confidence by providing opportunities to be immersed in languages from an early age, and thereby develop their oral, aural and written skills. As the children grow older and develop more confidence, there will be more focus on comprehension and developing vocabulary and cultural knowledge.

We use a wide range of age-appropriate approaches to inspire a love of the subject, from singing and movement based activities, to using online tools and resources. We offer a wide variety of workshops and trips to bring languages to life and we hope to develop our enrichment programme further over the next few years. The ability to teach French, Spanish and any other languages and a love of etymology could be an advantage. There are various other teachers in the Prep School who have contributed to the teaching of languages and two other full time languages teachers in the Senior School.

Person Specification

1. Inspire children with a range of abilities, experience and interests
2. Be supportive of children pastorally as required
3. Be part of a dynamic team across two nearby sites
4. Have the flexibility to cover other subjects when required
5. Experience of using OneNote, Teams, Claro, Allez and Kerboodle as well as an understanding of the foundations required for GCSE learning may be considered an advantage, although appropriate training will be given.



Key Responsibilities for Prep School

1. Attend termly Heads of Department meetings
2. Present termly Super Hoot language assemblies (5 minutes) with pupils
3. Contribute to the pastoral life of the School, potentially by being a form tutor
4. Potentially teach other subjects as required
5. Undertake termly Learning Walks and Book Looks
6. Write reports and keep the School and parents updated on progress
7. Use formative and summative assessment techniques to monitor progress
8. Maintain the languages room and resources, including displays
9. Contribute to the termly Governors' Education Committee report
10. Organise and attend the Year 6 French trip
11. Update the termly Curriculum Overview
12. Lead academic extension activities
13. Contribute to the School Magazine and Newsletters
14. Contribute to End of Term and Celebration Day prizes
15. A willingness to contribute to trips, workshops and other curricular and co-curricular activities in a busy school.

Key Responsibilities for Senior School

1. Teach Years 7 & 8 French and/or Spanish
2. Embrace the Senior School's pastoral systems
3. Work closely with the other department members.





How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific achievements or relevant qualifications.

Submit your completed application and monitoring form, along with your covering letter addressed to Head of Prep School, to hadmin@svs.org.uk.

Head of Prep School
Sutton Valence School
Church Road
Chart Sutton
Kent
ME17 3RF

Application deadline: Thursday 19th February 2026

Please note: We reserve the right to appoint before the closing date.



Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you are excited about this role but your experience does not align perfectly with every detail, we still encourage you to apply — you might be exactly who we are looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's Child Protection Policy prior to interview.

Sutton Valence School is an equal opportunities employer.



Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Prep School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at the Prep School and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Prep School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



SUTTON VALENCE
SCHOOL



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Prep School
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SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe