



ST ANSELM'S CATHOLIC SCHOOL
FAITH SEEKING UNDERSTANDING



Position

Curriculum Lead English

2023



Proud to be part of
Kent Catholic Schools'
Partnership



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Welcome to St Anselm's

St Anselm's is a Catholic Academy for students of all abilities. The school serves families of the Canterbury Deanery and the surrounding towns, including Whitstable, Herne Bay, Faversham and Ashford; students from other areas are also most welcome. Founded in 1964, St Anselm's has expanded considerably over the years and in 2004, we were designated a DfEs Specialist Science College. In 2014, the school became an academy and a member of the Kent Catholic Schools' Partnership

Despite the many changes, our mission as a school has remained constant: to promote the development of all our students so that they are able to achieve their full potential—academically, spiritually and socially. By fostering a strong learning environment with the highest expectations of behaviour and conduct, we are proud to have created a positive and hard-working community in which students feel valued, happy and safe.

ST ANSELM'S CATHOLIC SCHOOL

A Catholic Academy in Archdiocese of Southwark

Old Dover Road, Canterbury, Kent. CT1 3EN

Tel: 01227 826200

Email: OFFICE@st-anselms.org.uk

www.stanselmscantebury.org.uk

Part of the **Kent Catholic Schools' Partnership**

Barham Court, Teston, Maidstone ME 18 5BZ

Chief Executive Officer: Mrs Annemarie Whittle



Headteacher's message

Welcome to St Anselm's, I am delighted that you are considering a position here. Our mission is to promote the development of all students so that they achieve their full potential, academically, spiritually and socially. We strive to deliver this by focusing on each key area in the following ways:

Our staff are passionate and committed and there is a consistent focus on securing outstanding teaching and learning with appropriate pace and challenge in all lessons. Students' progress is regularly measured, and additional help and guidance is given where it is needed. We place students in teaching groups most suited to their ability and these groups are regularly reviewed. Success is celebrated and students are rewarded in many ways for their efforts. I am proud to say that all stakeholders, including students, staff, parents and governors, work collaboratively to secure the best possible outcomes for every St Anselm's student.; this truly is a comprehensive school.

The school's community is founded on the Gospel values of Love, Hope, Charity, Justice and Peace and there are many opportunities for students to become involved in the liturgical life of the school through collective worship, masses and retreats. We emphasise to students that spiritual fulfilment involves being the best that you can be, leaving St Anselm's with the ability and preparedness to lead good, fulfilled adult lives and make a positive contribution to society.

Social development takes place through our strong community and the many enrichment opportunities available. We recognise that young people today face many challenges, but our outstanding pastoral care ensures that many difficulties are swiftly resolved. By focusing on mutual respect and reconciliation.

I look forward to meeting you and demonstrating why our approach is so popular and successful.

Mr J Rowarth
Headteacher



ST ANSELM'S CATHOLIC SCHOOL
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Curriculum Lead for English

Salary: UPS/MPS + TLR 1B

Working Week: Full time

Start Date: Easter 2027

Closing date: Monday 12 October 2026

We are seeking to appoint an enthusiastic and motivational Curriculum Lead for English to lead our experienced team. You will be expected to teach across all three key stages. This is an exciting opportunity for an existing leader or someone who is ready to take the next step and make a real difference. You should also be sympathetic to the Catholic Ethos and Mission of the School.

Please submit an application form which is available to download from our website. A full job description is also available here. You are welcome to contact HR at recruitment@st-anselms.org.uk if you would like to visit the school before submitting an application. Should you be shortlisted for interview, additional information may be requested at that time.

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

St Anselm's School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers, Criminal Records Bureau and qualifications. For more details and policies please visit

<https://www.stanselmscanterbury.org.uk/Policies/>



Job Description

	Essential	Desirable
Qualifications	Relevant degree/ QTS	- Further professional qualification - Recent CPD relating to leadership
Specific Skills, Experience and Knowledge	- Experience across the 11-18 age range, including recent leadership experience - Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies - Experience of leading and/or liaising with colleagues across the English department and the School - Ability to lead, mentor and coach - Ability to prioritise and manage deadlines - Evidence of strategies for ensuring Quality Assurance - Awareness of equal opportunities issues - A commitment to working with children and inclusion. - Evidence of strategies for ensuring pace, challenge and effective AfL. - Understanding of Health and Safety issues. - Excellent subject knowledge	- Evidence of impact on the practice of others - Experience of managing budgets and ensuring value for money - An awareness of whole-school issues - Knowledge of national educational policy, priorities and initiatives
Personal Qualities	- Excellent record of punctuality and attendance - Evidence of enthusiasm, drive and a commitment to hard-work - Resourcefulness, flexibility, adaptability and initiative - Excellent communication skills - Patience and a good sense of humour - Able to build trust and good relationships - Supportive of the School's Catholic Ethos	- Desire and potential to progress to further promotion - Commitment to own CPD



Responsibilities

Catholic Ethos, Mission and Vision

- To ensure that the Catholic Mission and Ethos of the School is actively encouraged and developed
- To actively promote equality and diversity in the English curriculum and across the School
- To create a vision, sense of purpose and pride in the department
- To monitor and self-evaluate the department and to contribute to the School Improvement Plan

Leading Teaching and Learning

- To lead, support and act as a role model to staff in the English department to develop outstanding standards of teaching and learning, continually raise standards and meet school targets
- To line manage a substantial number of staff in the English department, performance managing some of these, ensuring that appropriate national standards and resultant staff development needs are met
- To support MPS teachers in meeting the Core Standards for Teachers
- To support UPS teachers in meeting the Core Standards for Teachers and in making a "substantial and sustained contribution" to the Post-Threshold Standards for Teachers
- To ensure the effective operation of quality assurance systems including regular lesson monitoring
- To develop a culture of accountability and responsibility in the English department
- To ensure that effective Assessment for Learning and marking policies are implemented and sustained, including appropriate regular work scrutiny
- To maintain a commitment to own professional development, and to plan and deliver CPD to staff in the English department, and (where appropriate) to other staff in the School
- To keep abreast of developments in the Teaching and Learning of English and to encourage and support other members within the department to do the same.



Curriculum Development and Intervention

To lead curriculum development and creation/adaptation of Schemes of Work so that the department's curriculum offer and delivery methods are responsive to the needs of the students, including use of new media

- To oversee and lead the teaching of Film Studies
- To develop and sustain effective learning in Key Stage 3 and Key Stage 4.
- To challenge student under-performance by leading data analysis, intervention strategies and student and parent engagement
- To ensure effective communication/consultation with parents
- To monitor the progress of specific cohorts (AEN, FSM, PP, G&T, EAL), and plan for intervention where appropriate
- To act upon examination performance analysis and other reports to modify practice as required, including working with other Curriculum Managers to move students between bands
- To provide the SLT, Governing Body and others with relevant information relating to the department's performance and development as required

Pastoral Care, Discipline and Behaviour for Learning

- To oversee and manage discipline and Behaviour for Learning in the English department
- To oversee the departmental detention system, including the logging of student detentions and communication with parents.
- To ensure that the English department contributes to aspects of PSHE and WRL
- To ensure that the English department supports the School's pastoral system and the five outcomes of Every Child Matters
- To ensure that the English department provides students with appropriate IAG relating to transition, options, careers and Higher Education.



Miscellaneous

- To oversee and lead whole-school literacy
- To ensure that the English department has a high profile in the school
- To make decisions about examination entries for national qualifications and to maintain communication with examination boards
- To oversee the departmental offer of enrichment activities to students
- To make appropriate arrangements for staff absence including appropriate cover work
- To establish department policies and to maintain accurate and up-to-date departmental information
- To interview candidates and to ensure effective department induction
- To make recommendations for effective and efficient timetabling and rooming
- To participate in the School's ITT and NQT, GTTP programmes
- To lead the development of effective department subject links with partner schools, external agencies and the community
- To chair department meetings

Other

To undertake an agreed whole-school responsibility.

The Curriculum Lead for English may be required to undertake any other reasonable tasks as required by the Principal.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.



STAFF BENEFITS

All teachers have access to:

St Anselm's prides itself on its dedication to its staff body, who we know are professionals and support the students magnificently well, therefore we have made a commitment to ensure they have as much flexibility as possible and have tried to build in at least 150 hours of allotted time where teachers can work off site.

⇒ Additional October Holiday

Ensuring staff have a two week break in October, in order to refresh and recuperate during the longest two terms of the academic year.

⇒ Additional Non-contact time

Ensuring staff are not at full teaching capacity, allowing extra time and flexibility for preparation and marking.

⇒ Assessment marking flexibility

Allowing teachers time off to mark end of year exams, ensuring staff can work from home for 50% of the examination period. Equivalent to 25 hours throughout the two week examination period.

⇒ Gained time protection

Ensuring staff who have worked tirelessly with Year 11 and Year 13 are rewarded and protected during term 6, meaning staff can book off time that would have ordinarily have been spent teaching Year 11 and Year 13. Equivalent to 50 hours throughout term 6.

⇒ Working from home

The school recognises that teachers may plan and assess more productively away from site without distractions, therefore teachers are permitted to work from home during some of their non-contact time. Equivalent to over 85 hours through the academic year.

All staff have access to:

⇒ Employee Assistance Programme

Providing a free confidential helpline available 7 days a week, 365 days a year with the option of free financial and counselling services.

⇒ Enhanced Pension

The school offers a generous salary sacrifice pension scheme

⇒ Protected home life balance

Ensuring the school is dedicated to ensuring staff have a protected home life balance, ensuring family request are granted and home life is not interrupted after working hours

⇒ Access to our Sports Centre

All employee's have priority access to our Sports Centre and access to our dedicated employed personal trainer. Free membership to our Gym and 50% discount on all lettings and sports bookings.

⇒ Access to rewards programmes (E.G Blue Light & Kent Rewards)

Providing a variety of local and national discounts at over 700 retailers, on the high street, online, via vouchers, cashback and reloadable loyalty cards.

⇒ Exceptional CPD provision

Ensuring all staff have access to the full range of National, Local and Trust wide CPD programmes, investment and support available for NPD and Masters programmes of study.

⇒ Enhanced Admissions criteria

Ensuring your children are given priority admission criteria when wishing to attend St Anselm's Catholic School.

⇒ Cycle to work scheme

A HMRC approved tax and National Insurance (NI) efficient scheme, which helps you acquire a bike and safety accessories for cycling to work. Saving up to 50% off of high street prices (unlimited funding now added)

⇒ Eye Care

Regular VDU users can receive a financial contribution to the cost of eye care.

⇒ Duty Enhancements

The ability to enhance your salary and be provided with a free school meal (including Costa Coffee) in receipt of supervising our students at lunchtimes.

⇒ Well-being package

Ensuring staff have access to daily well-being supplies that aim to make a 'big difference on a daily basis' e.g free tea/coffee, toiletries and subsidised staff parties.

