

RECRUITMENT PACK

Second in English

A leadership opportunity in a high-performing, ambitious and creative English department

SALARY
MPR/UPR + TLR 2b

CONTRACT
Full-time

REPORTS TO
Head of English



St Anne's Catholic School & Sixth Form College

Southampton • Semper Fidelis — Always Faithful

A MESSAGE FROM THE HEADTEACHER

Welcome to St Anne's

Thank you for considering the post of Second in English at St Anne's.

This is an important appointment for us. English sits at the heart of what we want for our young people: the ability to think critically, communicate with confidence, encounter powerful ideas and find their own voice.

We are looking for a strong classroom teacher who is ready to help lead a highly successful and innovative department. The role offers genuine influence: working closely with the Head of English, helping to shape curriculum and teaching, supporting colleagues and keeping a sharp focus on the progress of pupils across the department.

St Anne's is a school where relationships matter. We expect high standards, but we also trust people, value professional judgement and believe that the best schools are built by colleagues who are generous with one another and ambitious for every young person.

We are a Catholic school in the La Sainte Union tradition. Our religious order was founded to educate the people of a region, and so our school is a melting pot of diverse communities, religions and needs. It is an exciting place to work.

If that sounds like the kind of school in which you would like to teach and lead, I hope you will consider joining us.

Julian Waterfield

Headteacher

AT A GLANCE**School**

11–16 girls; mixed Sixth Form

Role

Second in English

TLR

2b

Contact

pahead@st-annes.uk.com

Our vision

To grow each day; be a family community; empower each other to live life to the full; care for our common home; and remain true to our La Sainte Union identity.

THE OPPORTUNITY

The role of Second in English

This is a substantial middle-leadership role. The Second in English works closely with the Head of Department and helps secure excellent curriculum, teaching, assessment and outcomes across English.

Role purpose

To support the Head of English in leading and developing the department; to take responsibility for agreed curriculum areas and/or year groups; to raise standards of attainment and achievement; and to ensure that the work of the department reflects the Catholic ethos and mission of St Anne's.

You will help to lead...

Department improvement

- Identify priorities for improvement, agree appropriate improvement targets and help translate them into clear, measurable action.
- Evaluate the impact of departmental improvement activity on teaching and learning.
- Take appropriate action to ensure agreed improvement, achievement and attainment targets are met.
- Contribute to resource and budget decisions, staffing arrangements and recruitment.
- Make appropriate arrangements when departmental staff are absent to ensure minimal disruption to pupils' learning.
- Provide relevant subject and pupil-performance information to senior leaders.

Curriculum, assessment and standards

- Take responsibility for designated year groups and/or curriculum areas as agreed with the Head of English.
- Monitor attainment, progress, curriculum coverage, learning outcomes, behaviour and application.
- Analyse summative assessment information and coordinate appropriate follow-up and intervention.
- Contribute to the development of the English curriculum at each key stage.

Teaching and professional learning

- Maintain strong personal subject and pedagogical expertise and share it generously with colleagues.
- Model effective classroom practice and support colleagues to strengthen teaching.
- Monitor and evaluate standards of teaching through agreed departmental quality-assurance processes, identifying areas for improvement and helping to plan and implement appropriate strategies.
- Identify and coordinate departmental CPD needs and opportunities; lead moderation and relevant departmental CPD.
- Induct, support and monitor new colleagues and act as an appraiser where agreed.

THE OPPORTUNITY

Job description (continued)

People, pupils and inclusion

- Contribute to the day-to-day leadership and management of staff within the department and act as a positive role model.
- Oversee the process for grouping pupils into effective teaching groups and oversee agreed year-group responsibilities.
- Work with pastoral leaders, SEND colleagues and other relevant staff so that pupils receive coherent support.
- Promote excellent conduct, positive relationships and a culture in which pupils can learn well.

Wider responsibilities

- Promote the ethos and mission of the school and contribute positively to whole-school development.
- Implement relevant school policies and procedures, including safeguarding, inclusion, health and safety, assessment and reporting.
- Keep abreast of subject and educational developments and promote appropriate departmental initiatives.
- Support teachers in the department with cover work.
- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) and described in the generic job description for teachers at St Anne's.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Portfolio

The precise leadership portfolio — including designated year group(s), curriculum responsibility and appraisal duties — will be agreed with the Head of English in light of departmental needs and the strengths of the successful candidate.

WHAT WE ARE LOOKING FOR

Person specification

We are looking for a strong English teacher with the judgement, credibility and collaborative approach needed to help lead others.

Area	Essential	Desirable
Qualifications	Qualified Teacher Status; a degree in a relevant subject.	—
Professional development	Recent relevant professional development in the teaching of English; clear commitment to continued professional learning.	—
Teaching experience	An enthusiastic and effective teacher of English at KS3 and KS4; able to use a range of resources and approaches.	Experience of teaching at KS5.
Leadership	Capacity to take on a leadership role in the department and to contribute confidently to improvement.	Experience of leading an aspect of departmental work.
Assessment and standards	Uses assessment and information intelligently to improve practice and raise standards; understands how to promote positive relationships and good conduct.	Working understanding of how monitoring systems can improve pupil and staff performance.
Pastoral contribution	Committed to the wider pastoral work of the school and to the wellbeing and development of pupils.	Evidence of successful form-tutor work.
Relationships and communication	Able to build positive, professional relationships with pupils, colleagues and families; competent and confident in the use of digital technology.	—
Ethos and safeguarding	Unambiguous commitment to safeguarding young people; willing and able to support actively the values, aims, Catholic life and mission of St Anne's; willing to contribute to whole-school development.	—
Personal qualities	Pupil-centred; organised; discreet; flexible; energetic and enthusiastic; able to work calmly under pressure; determined to succeed; positive and collaborative.	—

WORKING HERE

Why St Anne's?

A successful school should be a place where pupils thrive and where adults are able to do their best work. We aim for both.

Professional trust

Departments have meaningful professional autonomy. We avoid unnecessary whole-school processes and want teachers to focus their time on what makes the greatest difference.

A real community

Warm relationships, mutual respect and a strong sense of belonging run through the school. Our LSU tradition emphasises simplicity, hospitality, openness and human dignity.

Ambition with purpose

We are unapologetically ambitious for pupils' outcomes and next steps, while seeing each young person as more than a set of grades.

"We are respected as thinking professionals."

Staff survey comment

We are a Catholic school in the La Sainte Union tradition. Our religious order was founded to educate the people of a region, and that commitment to serving the community continues to shape St Anne's today.

Our school is a melting pot of diverse communities, religions and needs. It is an exciting place to work: distinctive in its Catholic identity, welcoming to all and committed to the dignity and potential of every young person.



THE DEPARTMENT

English at St Anne's

English is taught as a subject of ideas, language, literature and voice. The curriculum is deliberately ambitious and gives pupils repeated opportunities to read critically, write effectively and speak with confidence.

100%

A-C
A-level Language 2026

71%

A-B
A-level Literature 2026

84.8%

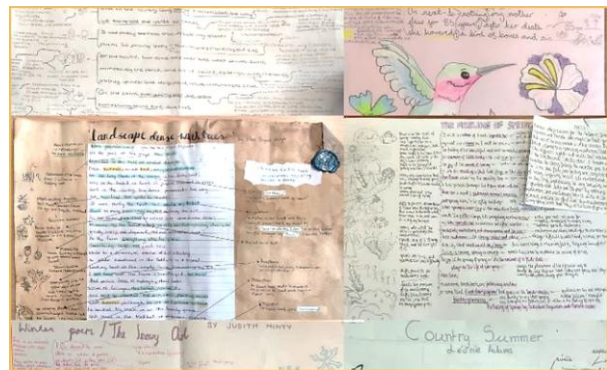
9-4
GCSE Language 2026

81.2%

9-4
GCSE Literature 2026

A curriculum with intellectual coherence

- At Key Stage 3, pupils encounter carefully selected, high-quality texts and perspectives from across the world. The curriculum is designed around linked concepts and questions rather than isolated units.
- At Key Stage 4, English Language and English Literature are deliberately taught as one connected curriculum. Teachers have choice within GCSE Literature text selection, allowing professional subject knowledge to shape teaching and enabling rich discussion across classes.
- At Key Stage 5, we offer A-level English Language and A-level English Literature as separate disciplines, giving students the full breadth and depth of each subject.



BEYOND LESSONS

A department with reach

The department's enrichment offer is not peripheral: it gives pupils authentic reasons to read, write, perform, debate and encounter English beyond the examination specification.

- RSC Associate School status
- Poetry and short-film opportunities
- National Theatre New Views participation
- Poetry By Heart, including performance at Shakespeare's Globe
- Rotary Youth Speaks success at local and national level
- University of Southampton academic lectures
- Writing competitions and Foyle Young Poets commendations
- Theatre visits locally and in London
- Annual Sixth Form visit to Winchester Cathedral for language change



Winchester Cathedral

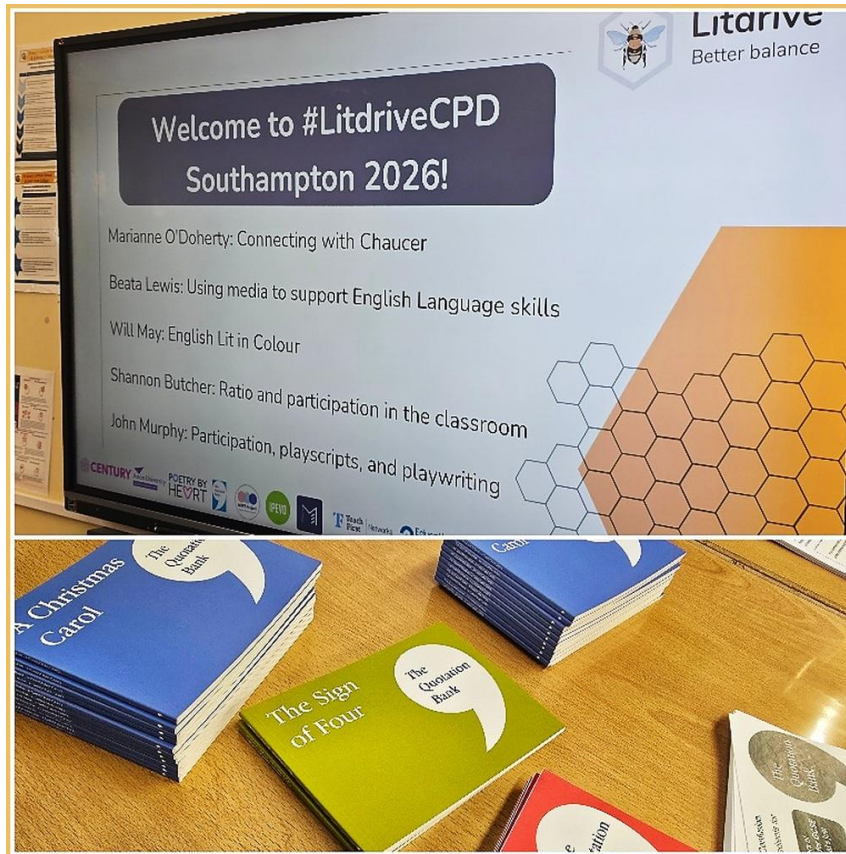


Theatre visits in London

THE DEPARTMENT

Resources and professional learning

The department is well resourced and has a strong culture of collaborative planning, subject-specific professional learning and shared expertise.



Litdrive

Membership, CPD resources and an annual regional event hosted by the department.

Collaborative booklets

Centrally printed and organised to reduce routine printing and photocopying.

Subject resources

EMC magazines, professional reading and subject-specific books.

Professional development

Subject-specific CPD and a culture of sharing expertise, moderation and effective practice.

Teaching spaces

Seven main English rooms, library access, bookable ICT rooms, iPads, visualisers and interactive boards.

Key development

Growing recruitment to A-level English Language and English Literature.

NEXT STEPS

How to apply

We warmly encourage prospective applicants to find out more about the school and the department before applying.

Application process

- Complete the school's Teacher Application Form.
- Complete the Recruitment Monitoring Form.
- Complete the Rehabilitation of Offenders Act disclosure form.
- Submit the completed documents in accordance with the vacancy advert.

Closing date

6 October 2026 (at noon)

Interview date

Week commencing 12 October 2026

Start date

1 January 2027

Find out more

Website

www.st-annes.uk.com

Email

pahead@st-annes.uk.com

Telephone

023 8032 8200

Address

St Anne's Catholic School, Carlton Road,
Southampton, SO15 2WZ

Safeguarding

St Anne's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this role is subject to the school's safer-recruitment checks and an enhanced criminal-record disclosure.

Come and meet us

A recruitment pack can only tell you so much. If you are seriously considering the role, we would be delighted to arrange an informal conversation or visit. Please contact the Headteacher's PA using the details above.

Semper Fidelis • Always Faithful

An ambitious education. A distinctive community. A place to make a difference.