



Maidstone Grammar School *for Girls*



Teacher of English (Maternity Cover)

Required from September 2026

Applications from prospective ECTs and experienced teachers are welcome.

Salary	MPS/UPS Applications from prospective ECTs and experienced teachers are welcome.
Hours	Part-Time 0.6fte (3 days a week)
Commitment	We are seeking an enthusiastic, dynamic and innovative colleague to join a team of committed professionals within our English Department to teach across all key stages of English for this maternity cover. The post would be equally suitable for an experienced teacher or an ECT. A passion for English and the desire to inspire others are essential.

The post holder will report to the Head of English Department. The department additionally has a Second in charge of Mathematics and six teaching staff.

Job Description

Core Purpose

The Core Purpose of a Classroom Teacher is to teach effectively (providing pace, challenge and differentiation), according to the individual needs of the student.

The post holder will:

- Report to the Head of Department/Teacher in Charge or Faculty.
- Carry out the professional duties as set out in the current Teachers Pay and Conditions document.
- Participate in the annual Appraisal cycle

Teaching and Learning

- Prepare and deliver lessons as required by School policy and process
- Monitor and assess all students in line with School and subject policy
- Differentiate work to allow accessibility and challenge for all students
- Be aware of the needs of all students on the Inclusion profile and ensure student needs are met by quality first teaching
- Implement and support ALL school policies in line with the STPCD
- Monitor Health & Safety issues within their own teaching base, and report defects
- Provide work for classes during short term absence

People and Relationships

- Participate in appropriate meetings and liaise with colleagues over issues such as Learning Support
- Support, proactively, the ethos and distinctive features the school

Assessment

- Assess and record students' performance in the delegated classes in line with School policy and process. This should include regular testing and practical assessments, end of year examinations (as appropriate) and other methods.
- Monitor the performance of students
- Assist the Head of Department/Teacher in Charge/ Faculty in ensuring that whole school assessments are in place by the published deadlines and that moderation procedures are completed

Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Form Tutor Role

In addition, Classroom Teachers act as Form Tutors.

Core Purpose

The Core Purpose of a Form Tutor is to lead and support students in their group to maximise their total development: academic, physical, social, moral and spiritual. Guidance about fulfilment of this duty will be given by the Head of Year.

The post holder will:

- Report to the Head of Study/Assistant Headteacher of Sixth Form

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
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Qualifications	<ul style="list-style-type: none"> ● Graduate ● Good honours degree ● Good secondary school qualifications ● Qualified teacher status
Personal qualities	<ul style="list-style-type: none"> ● Passion for English and English Literature and an ability to share this with others ● Capacity for hard work and high expectations of self and students ● An ability to relate well to colleagues and students ● Ability to work well as part of a team and contribute to department resources ● Ability to initiate ideas, set targets and meet own and other people's deadlines ● Generosity of spirit
Knowledge and skills	<ul style="list-style-type: none"> ● Strong teaching skills ● Strong communication skills ● Ability to identify and address underachievement in the subject, including of the most able ● Excellent digital skills ● Ability to address the needs of individuals ● Good organisational skills ● Ability to offer English and English Literature
Experience and training	<ul style="list-style-type: none"> ● Experience of teaching the subject at secondary school level (as a teacher or PGCE student) ● Experience of teaching both GCSE and A level Computing ● Willingness to take part in professional development ● Some experience of teaching able students at secondary school level, either as a qualified or as a student teacher

The Application Process

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to the Headteacher, Miss Deborah Stanley, via [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

Important Dates

Closing date for applications: 8am on 8th May 2026



Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).