



LABORA CUM AMORE

St Simon Stock Catholic School

TEACHER OF ENGLISH APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher, St Simon Stock Catholic School



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About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 26 academies (21 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

We wish to appoint an innovative, enthusiastic and inspirational Teacher of English to join our exceptional team from January 2025 or sooner. The post is suitable for teachers in their early teaching career (ECTs).

The successful applicant would work as part of the English department, to develop and build on the whole school current curricular provision in this popular subject. The successful candidate will be passionate about their subject and be able to inspire all students to reach their full potential in this important curriculum area.

You will be joining a driven and committed team, therefore we are seeking an outstanding candidate who can continue to raise the quality of provision to enable the best possible outcomes for all of our students. This is an exciting time to join a growing and supportive department and to be able to contribute to the vision for English within our school. The English department continues to produce outstanding results at both GCSE and A Level, as it has for many years. English Literature continues to be a popular subject at A Level.

The successful candidate will be a committed team player, with determination to inspire and motivate students to develop a passion for English. They will be dynamic, creative, emotionally intelligent and sympathetic to the school's Catholic ethos and the values of St Simon Stock Catholic School.

At St Simon Stock Catholic School, we offer excellent opportunities for career progression and CPD. We have a very supportive ethos and as such our community looks after each other, both staff and students. Student behaviour across the school is excellent and students are encouraged to reach their full potential and view the world as Global Citizens. The school also enjoys a good reputation locally, with committed colleagues and enthusiastic students.

Benefits of working at St Simon Stock Catholic School:

- A supportive and caring working environment for staff and students
- A school wide focus on wellbeing
- Staff laptop provided
- Dedicated and bespoke CPD time for all staff
- Personal development opportunities
- Access to Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for fostering a very caring environment and a great record for investing in staff training and development.



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Job description

Job Title:	Teacher of English
Salary Grade:	MPS
FTE:	1.0 FTE
Line Manager:	Subject Leader for English
Start Date:	January 2025 or sooner

Purpose of Job:

You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document. You will carry out such particular duties as the Headteacher may reasonably direct from time to time.

Key duties and responsibilities:

Teaching and Learning

- Teach the subject (s) as required at all levels.
- Contribute to the Department's bank of resources for the teaching of the subject and assist in the production of materials which consider pupils of all abilities and levels.
- Contribute to the drawing up, evaluation and reviewing of schemes of work and curriculum plans in relation to relevant Key Stages.
- Plan and evaluate work in accordance with departmental and school policy.
- Provide team teaching support in class as required.

Assessment, Recording and Reporting

- Maintain records of achievement and progress of all students in accordance with the statutory requirements and the departmental and school policy.
- Mark and return work set, including homework, within an agreed and reasonable time.
- Use the School Marking Policy and Departmental Policy at all times.
- Complete student data entry and reports in line with school policy.
- Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets.

Tutor Role

- Undertake responsibility for a tutor group including registration, small group tutorials and the delivery of PSHE.
- Monitor and set targets for the social and academic progress of all students in the tutor group.
- Monitor the attendance of all students in the tutor group.
- Endeavour to build up a good relationship with the students in the tutor group so that they will look to you for support, mentoring and advice.

Literacy & Oracy in the Department

- Model high expectations of written and spoken English
- Explicitly teach key vocabulary (not just subject specific) and reinforce through regular retrieval
- Identify students who need to develop their literacy skills and intervene appropriately
- Insist that students write in full sentences as often as is appropriate
- Provide regular feedback which develops accurate spelling and grammar
- All teachers are expected to champion and explicitly teach oracy
- Model high expectations of spoken English and insist that student emulate this
- Ensure students speak in complete sentences using correct grammar and pronunciation
- Encourage students' eloquence by reducing their reliance on filler words, e.g. "um", "er"



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Job description

General Duties

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- They shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- To promote good order among pupils and ensure their health and safety both on and off the school premises.
- To act in accordance with the school's policy on safeguarding issues.
- Promote the School ethos in which the highest achievements are expected from all members of the school community.
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the Catholic ethos of the school.
- Uphold the School's behaviour code and uniform regulations

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	E
	A practising Catholic	D
Qualifications	Graduate qualification in the Subject or equivalent	E
	Qualified Teacher Status	E
	Experience of teaching the subject to GCSE level and the ability to teach to A level	E
Knowledge & Experience	Ability to organise and prioritise workload and work on own initiative	E
	The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
	Ability to communicate well in writing and face to face to all stakeholders	E
	Demonstrable experience of improving successful student outcomes in the last three years	E
	Producing high quality experiences and outcomes for students	E
	Experience as Tutor and/ or pastoral work	E
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E



Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by using the 'APPLY NOW' link.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Monday 1 July 2024 at 9am

Interviews to be held: w/c 8 July 2024

Start date: January 2025 or sooner

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.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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