



Candidate information pack

Teacher of English Faculty (September 2026)

25th March 2026

Dear Candidate,

Thank you for your interest in the post of Teacher of English Faculty at Thomas Keble School. This is a part-time permanent position from September 2026, and has arisen as we require increased capacity within the department.

I hope the information contained in this pack informs you about our school and helps with your decision about making an application. Choosing the school for the next stage of your career is a really important one and, to that end, we welcome prospective applicants to come and have a look around before making the decision to apply. If this would be helpful, my PA, Amanda Oxberry can be contacted via recruitment@thomaskeble.gloucs.sch.uk. She will be happy to assist. The successful candidate will be appointed on their skills and experience, but as important to me will be your approach, attitude and beliefs. You can use our current website at www.thomaskeble.gloucs.sch.uk to find out more about what we do and why we do it.

The application process is outlined later in the pack (page 8/9). Should you decide to make an application, you can either post it, for my attention, to Thomas Keble School, Eastcombe, Stroud, Gloucestershire, GL6 7DY or email it to recruitment@thomaskeble.gloucs.sch.uk. All applications must be received by 12 noon on Thursday 16th April 2026 and interviews will take place w/b Monday 20th April 2026.

Please note that Thomas Keble School is committed to safeguarding and the post will be subject to satisfactory completion of enhanced checks through the Disclosure and Barring Service.

I fully appreciate the amount of time and effort it takes to prepare an application for a post such as this and I thank you in advance. In return, I undertake to read every application very carefully, and to ensure that short-listed candidates have every opportunity to see the school in action, to meet as many colleagues as possible and to ask whatever they wish.

Please do not hesitate to contact Amanda Oxberry, my PA, by telephoning 01452 770 301, or emailing recruitment@thomaskeble.gloucs.sch.uk should you wish to discuss the post further, or to arrange a visit.

I look forward to receiving your application.

With best wishes,

S P Shaw
Headteacher

Our Purpose

To inspire learners to achieve more than they think is possible.

Our Principles

We believe that every child can achieve beyond their initial expectations. We believe every child's success is worthy of celebration. We have demonstrated the ability to achieve highly, year on year, by combining quality teaching with a robust pastoral support programme and a comprehensive extra-curricular programme. We focus on the individual, tailoring a programme of study and a programme of pastoral support to enable students to leave us as confident, articulate and empowered young adults.

Our Values

A learning community where every child can thrive and achieve, becoming confident and articulate young adults through adherence to our core principles and values of:

Respect Excellence Ambition Compassion Honesty

Our students will:

- Experience a rich and broad curriculum and be encouraged to be lifelong learners.
- Achieve the highest possible standards.
- Become responsible members of their community.
- Care for and respect themselves, others and the environment, with a strong foundation of moral and spiritual values.
- Develop the technological skills needed to thrive.

Strategic Success Measures 2021 -2026

- Our headline Key Stage 4 national success measures will place us in the top 10% of comparable schools based on student outcomes.
- Our Key Stage 3 students will continue to thrive as a result of their curriculum experience making them increasingly independent, engaged and motivated to succeed as they move into Key Stage 4.
- Our Key Stage 3 students will benefit from high quality feedback and assessment that will support them to make progress above the level one might expect and our assessment processes will enable us to intervene in a timely way, to support where needed.
- Our teaching & learning strategies will be informed by high quality, research and evidence-based CPD and this will enhance the quality first teaching that underpins our approach.
- We will have a school where our values of respect, excellence, ambitions, compassion and honesty permeate everything we do.

Introduction

This vacancy has arisen due to the requirement for increased teaching capacity within the department. We are looking to appoint a highly effective individual to support the Head of Department and build on the strong developments already in place.

The Role

The primary focus of the role is to provide excellent and inspiring teaching in English to secure high levels of attainment and progress, for all students, through an effectively planned and delivered curriculum.

The job description is set out on Pages 12, 13 +14.

The Person

The ideal candidate will have a fascination with the learning and teaching of English, have high standards, work well with their colleagues and bring a fresh and dynamic approach to improvement. We are also looking for someone who shares our values, is ambitious for all children and will help to build and sustain our school culture.

It might be useful if I expand a little on what I mean by this. As an example, we don't seek to define ourselves by an Ofsted grade or student outcomes. We do educate students well and provide strong levels of pastoral support; the excellent exam results are an *indicator* (one of many) that we are doing this well. We do spend time as leaders understanding and testing assumptions and beliefs, making any changes 'with and not to'. Further information is set out in the Person Specification on Page 10.

The Department

The department is located within a suite of teaching rooms on the first floor of our new building. The Faculty Office sits in the centre of these rooms and has easy access to IT on the same floor and access to bookable laptop trolleys, delivered by a team of dedicated in-house IT technicians. The successful candidate will be supported by an experienced Second in Faculty. The department is staffed as follows:

Name	FTE	Role
Ms Tor Kelly	1.0	Head of Faculty
Ms Vickie Cannam	1.0	Head of Year and Head of Careers
Mrs Leanne Hunt	0.8	Second in Faculty
Mrs Joanna Hurren	1.0	Associate Assistant Headteacher and Designated Safeguarding Lead
Ms Caitlin Jesson	1.0	Librarian
Mrs Emma Park	0.8	Teacher of English
Mr Chris Patrick	1.0	Deputy Headteacher

The School

Thomas Keble School is an 11-16 Single Academy Trust (SAT) school in Eastcombe, a small town in the Stroud Valley which is in easy commuting distance from Cirencester, Stroud and Cheltenham. Staff do travel in from further afield each day, including from Bristol and Gloucester. The school is named

after Thomas Keble, a Church of England clergyman who contributed four of the *Tracts for the Times*. The school was known as Manor School until September 1990 and gained foundation school status in 2007 before converting to academy status in August 2011.

We are the school of choice for many parents in the Stroud Valley, and as such we are heavily over-subscribed with waiting lists in years 7, 8, 9 and 10. Students who attend the school come mainly from eight feeder primary schools, with around a third travelling in each day from out of our catchment area. We have a PAN of 142 students split into 5 Tutor groups, giving an overall maximum role of 710. The role is currently at 724 and will be 731 in September 2025. The school is over notional PAN as we were asked to accommodate an extra group in the current Year 8 due to school place issues in the county. We have lengthy waiting lists in each year group.

Thomas Keble was chosen as one of the first 50 schools nationally to be rebuilt under the Schools Rebuilding Programme (SRP). Work commenced in February 2023, with 80% of the estate being replaced with a state-of-the-art facility. We moved in February 2025 and are enjoying the features and resources it affords. Science and Humanities was unaffected and we remain in their original buildings, however improvements and redecoration has enhanced these areas in line with the new building. The successful candidate will have the opportunity to work in a fantastic environment. I have shared 2 elevations below:



Our last Ofsted inspection was July 2023 and the school was again graded as 'Good'. From the report:

"Thomas Keble continues to be a Good School."

*"Leaders have created a **nurturing** environment which supports pupils to learn and **achieve well**."*

*"Pupils' **behaviour is calm and friendly** and **disruption to learning is rare**."*

*"Leaders have designed a **broad and ambitious curriculum**."*

*"Teachers are **knowledgeable** about their subjects and **present new information clearly**"*

*"Parents and pupils **value** the **enrichment** and **extra-curricular** opportunities at the school."*

*"Leaders provide pupils with a **rich set of experiences** during their school life."*

*"...**Rigorous** and **cohesive** programme to support pupils' **wider development**."*

*"Leaders provide **comprehensive careers support** for pupils **from Year 7 to Year 11**."*

*"Pupils are **confident** to share their concerns with staff and know that they will **be taken seriously**."*

*"Leaders **take effective action to tackle bullying**."*

*"Pupils with special educational needs and/or disabilities (**SEND**) are **well supported**"*

*"Pupils feel **happy** and **safe** at school."*

Thomas Keble is a school where teachers can teach and our students are eminently teachable. This means that you can impart your passion for English without having to constantly assert your authority. We don't grade lessons, prescribe how to teach and we are informed by the new and emerging evidence around learning and teaching, rather than the latest fad or government whim. As a small school, we can be agile and innovative, as we look to respond to the changing educational landscape.

In September 2019 the school created Teaching and Learning Communities (TLCs). The aim was to build and share subject knowledge, develop curriculum quality and coherence, co-plan upcoming lessons and units of work and to develop evidence-informed pedagogical practices, with a focus on Consistent Challenge for All. Significant time is devolved to departments to do this work, and a key aspect of the role is making effective use of this time to drive standards. There are also opportunities for staff to join annual action research groups to share expertise and engage with research in areas pertinent to school development. These have previously included Assessment and Reporting, Boys' Achievement and Homework.

SEND

A small number of students need a differentiated curriculum (i.e. they are taught different content in a different way). However, most students with special educational needs or disabilities are taught the same curriculum as the majority and be supported by the teacher to access this curriculum. It means that expectations for what students should achieve are high, and that we adjust instruction and support to ensure all students access our challenging curriculum. We have a large number of Teaching Assistants who are experienced and expert. We are proudly Inclusive, which means students of ALL abilities and with varying needs are welcome. We have significantly higher numbers of students with EHCPs and who are registered as having SEND. Our EHCP cohort is currently 51 students or 8% of the cohort, and our SEND cohort sits at 126 (K Code).

School strengths

- Excellent outcomes for **ALL** students over time (P8 +0.23 in 2024)
- Positive relationships and a strong inclusive community ethos.
- Research led and engaged staff body. Established, committed and skilled Teaching Assistants and Support Staff.
- Broad/ balanced curriculum, 3-year KS3, all well sequenced and delivered by subject experts.
- High quality guided choice and support through school and for 'life after TK'.
- Broad and layered pastoral care offer: Tutors, HoY, Student Services pastoral structure and Trailblazer provision.
- Student leadership opportunities mapped out and an exceptionally rich extra-curricular offer.
- Experienced Safeguarding team with robust processes in place.
- Mental Health provision is strong with SMHL (Senior Mental Health Lead- CR) in place and Trailblazer Pilot School.

The Curriculum and Academic Success

All students study the same broad and balanced curriculum up to the end of Year 8 with some specialisation introduced into Year 9 (see model below). Specialisation enables more time to deepen learning in specific subjects. This is a three-year KS3. We teach at least the National Curriculum through Years 7 and 8 and Year 9 for those areas chosen by students. Most subjects are taught in mixed ability groups throughout KS3, with streaming in Maths, Science and PE, but with students accessing the same broad curriculum, at an appropriate pace and depth to secure a good level of understanding.

7	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Art	Mus	Dra	CS/ICT	DT
	6	7	6	4	3	3	5	2	2	2	2	2	2	4
8	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Art	Mus	Dra	CS/ICT	DT
	7	6	6	4	3	3	5	2	2	2	2	2	2	4
9	Eng	Mat	Sci	PE	His	Geo	MFL	RE	PSHCE	Option 1	Option 2	Option 3	Option 4	
	6	6	6	4	3	3	5	3	2	3	3	3	3	

At KS4, all students study a core curriculum, including 2 hours of PE each week. There is a wide range of optional subjects with 13 GCSE and 4 Vocational courses. All students study RE until the end of Y10.

10	Eng	Mat	Sci	PE	RE	Option 1	Option 2	Option 3	Option 4
	8	6	10	4	2	5	5	5	5
11	Eng	Mat	Sci	PE	Option 1	Option 2	Option 3	Option 4	
	8	8	10	4	5	5	5	5	

At GCSE, the school achieves consistently strong outcomes for all students. In 2024, the school Progress 8 score was +0.23. In 2024, the English Language P8 score was +0.21 and Literature P8 score was +0.11. The pass rate at 5+ was 56% (Lit) and 57% (Lang) We maintain a broad open-choice curriculum at KS4, choosing not to force students to take certain combination of subjects, such as the EBacc.

All students follow a three-year KS3 English course, followed by a two-year KS4 course which commences in Y10. However, the two Key Stages are intended to form part of the same journey, spiralling through the key skill and knowledge areas, leading to a confidence in using a range of strategies and skills to approach the GCSE examinations. We examine with EDEXCEL.

Department strengths:

- A team of knowledgeable and passionate specialists
- A committed team of highly experienced teachers
- Well-established and coherent KS3 and KS4 curriculums
- A culture of high expectations and an inclusive approach to Literature

Department priorities:

- Increased pedagogical consistency
- Use of feedback to engage students in their own improvement
- Analysis of and responses to summative assessment data and information

- A systematic approach to raising standards of Spelling, Punctuation and Grammar, especially at KS3

School Day

We run a 2-week timetable with 50 periods a fortnight. The timings of the day are shown below:

All days	
08.40 - 08.45	Warning bell
08:45 – 09:00	Registration / assembly
09:00 – 10:00	Lesson 1
10:00 – 10:05	Movement Time
10:05 – 11:05	Lesson 2
11:05 – 11:25	Break
11:25 – 12:25	Lesson 3
12:25 – 12:30	Movement Time
12:30 – 13:30	Lesson 4 (Y7 lunch 13:20)
13:30 – 14:15	Lunch (14:10 movement bell)
14:15 – 15:15	Lesson 5

Trustees

Thomas Keble is an Academy School and the Governors of the Academy Trust are known as Trustees. They are supported and overseen by a separate panel of independent Members. The Trustees and Members together are known as the Trust Board. The Trustees oversee the strategic development of the school, supporting and advising the senior leadership team. Members oversee the Trust's governance and maintain an awareness of the Trust's business, but are not expected to attend regular Trust Board meetings.

Application Process

Applications should be in the form of a letter of application (maximum two sides of A4, size 11 font) and an application form (on eteach). In your letter/supporting statement, please address the following;

- Why do you want this post?
- What aspects of the school indicate that it is somewhere you would like to work?
- What relevant experiences have you had which prepare you for this post?
- What personal qualities will you draw upon to be successful in this post, and why?
- What have been your most notable successes and failures in a school context?

Please be concise and include the most pertinent information in your letter. There will be an opportunity for candidates selected at interview to outline further their suitability for the post. You

are advised to read the information carefully prior to writing your letter of application, including the person specification and information about the school.

Selection Process

Recruitment live	Wednesday 25 th March 2026
Window for school visits	Monday 13 th to Thursday 16 th April
Application deadline	Thursday 16 th April (noon)
Shortlisting	By Friday 17 th April
Invitations to interview with interview programme	Friday 17 th April
Interviews	w/b 20 th April
Candidates informed of outcome	Immediately after interview day
Feedback offered to unsuccessful candidates	Week beginning Tuesday 5 th May (after Bank Holiday)

Person specification – Teacher of English

The successful candidate will meet the following person specification. Please note the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and, where appropriate, citing supporting examples within their application.

Criteria	Essential	Desirable	Evidence
Training and Qualifications	<ul style="list-style-type: none"> - Degree (English or related) - UK recognised Teaching Qualification - Commitment to CPD over time - Qualified to live and work in the UK 		<ul style="list-style-type: none"> - Application form - Certification - Identification
Educational Leadership and Management	<ul style="list-style-type: none"> - A wide experience of teaching across a range of key stages - Raising student achievement and adding value within specialist subject - Working effectively within and, occasionally leading a team - Effective liaison with parents - CPD demonstrating a secure knowledge of current thinking in pedagogy and practice - Additional responsibilities over and above that of a classroom teacher - Intervention and support where underachievement has been identified resulting in positive outcomes. - Excellent understanding of both English and general teaching pedagogy - Experience of reflecting on and improving teaching practice to increase student achievement 	<ul style="list-style-type: none"> - Experience of coaching - Experience of development planning 	<ul style="list-style-type: none"> - Application letter - Selection process - References
Personal and Professional Qualities and Attributes	<ul style="list-style-type: none"> - Consistently effective classroom practice - Excellent organisational skills - Excellent communication skills - Confidence in using, applying and interpreting student data - The ability to work collaboratively with others - Ability to experiment with new technologies that can enhance learning - Genuine passion for and a belief in the potential of every student - Educational vision that aligns with that of Thomas Keble School - Seeking, and acting on, feedback from others - Building and maintaining effective relationships - Principles and practice of educational inclusion, diversity and access. 	<ul style="list-style-type: none"> - Experience of working with other agencies to promote English and develop extra-curricular opportunities - Experience of working with the wider staff body to secure continuous school improvement. 	<ul style="list-style-type: none"> - Application letter - Selection process - References

<p>Personal Qualities</p>	<ul style="list-style-type: none"> - Enjoy working with young people and have enthusiasm for teaching and learning - Commitment to providing students with a first-class education and raising the standards of student achievement to improve the life chances of all students - Aspirations beyond the post - Capacity to work hard under pressure and to possess a sense of humour - Ability to inspire and motivate others - Punctual and flexible - Ability to work well under pressure - A passion for English 		<ul style="list-style-type: none"> - Selection process - References
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Title: Teacher of English

Salary: Mainscale/UPS

Line Manager: Head of Dept/Faculty

CONDITIONS OF EMPLOYMENT

- The responsibilities below are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment)
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies regarding same.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.

CORE PURPOSE:

The education and welfare of designated classes of students in accordance with the requirements of Conditions and Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work and any policies of the Trust Board. To share in the corporate responsibility for the education, well being and discipline of all students.

TEACHING RESPONSIBILITIES:

- Teach across a full range of classes.
- Employ a variety of teaching and learning styles in accordance with department and school policies to engage and challenge all students.
- Prepare, present and review lessons in accordance with department schemes of work and any published curriculum requirements.
- Mark students' work, make and record assessments in accordance with department and school policies, examination board regulations and statutory requirements. Report results of the assessments to parents and other interested parties.
- Play a full role as a department team member and share in general tasks, responsibilities and administrative duties in the department.
- Contribute to curriculum development in the department.
- Attend all department meetings as required.
- To comply with the Health and Safety Policy of the school, including being responsible for 'risk assessment' as appropriate.

Responsible to: ***SUBJECT LEADER***

All Teachers - Main Scale**Purpose**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area.
- To have responsibility for the planning, delivery and assessment of learning activities for allocated/identified groups of students.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To monitor and support the overall progress and development of pupils as a teacher and to ensure student achievement within allocated groups is at least in line with expectations.
- To be accountable for progress and achievement of students within these groups
- To contribute to raising standards of pupil attainment.
- To implement school policies and procedures as appropriate in day-to-day activities.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching:

- Plan appropriate high quality learning experiences for all allocated groups of students; which meets internal and external quality standards
- Use knowledge of prior attainment and on-going assessment data to ensure planned learning activities are appropriate for all students, providing support for students with SEND and challenge for more able students.
- Mark, assess, grade, record, provide diagnostic feedback and report on students' work regularly in accordance with published subject marking policies.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils or groups of pupils
- Undertake regular assessments of students' progress, in accordance with published school, subject and examination board assessment requirements; report the outcomes of such assessments to the subject leader, students and parents as appropriate; ensuring all set deadlines are met.
- Attend parental consultation evenings for all groups of allocated students.
- Consistently teach effective lessons, with the aim of supporting progress for all students.
- Manage the classroom behaviour of allocated groups of students using the school's published procedures for rewards, referrals and sanctions to encourage high standards of punctuality, behaviour, standards of work and homework
- Attend all subject team meetings and all pastoral team meetings as per staff calendar / time budget.
- Contribute to developments within the subject / year team, as agreed with the Subject Leader / Head of Year
- Contribute to the delivery of catch-up and enrichment programmes, as agreed with the Subject Leader.
- Except in emergencies, ensure appropriate cover work is set when unable to fulfil teaching responsibilities

General:

- Undertake continued personal professional development activities, as agreed with the Subject Leader and/or Deputy Headteacher (CPD). Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.
- Undertake the role and responsibilities of an academic tutor for an identified group of students.
- Contribute to the support and welfare of students by acting as a tutor (where required.)
- Participate in subject team activities arranged for open evenings.
- Undertake duties as per published rotas and in accordance with the published time budget.
- Maintain a positive working relationship with all pupils and support the maintenance of high standards of pupil conduct and appearance.
- Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Teachers on Upper Pay Spine (M7 – M9)

In addition to the Main Scale specification, teachers who have progressed to the Upper Pay Spine will be expected to undertake additional significant and sustained responsibilities in line with their contracts (STPCD).

- The scope of these should increase along with UPS progression. (ie M7 – M9):
- Teach consistently highly effective lessons. Where appropriate, to model best practice for other staff including teaching ‘demonstration lessons’ as required.
- Contribute to developments within the subject / year team and lead on appropriate aspects, as agreed with the Subject Leader and / or link SMT.
- Develop resources for use by other staff.
- Undertake induction, coaching and mentoring of identified staff or trainees, as agreed with the Deputy Headteacher (CPD).
- Contribute to the whole school professional development programme as appropriate.
- Actively pursue ways to improve working practices and student outcomes across the school.