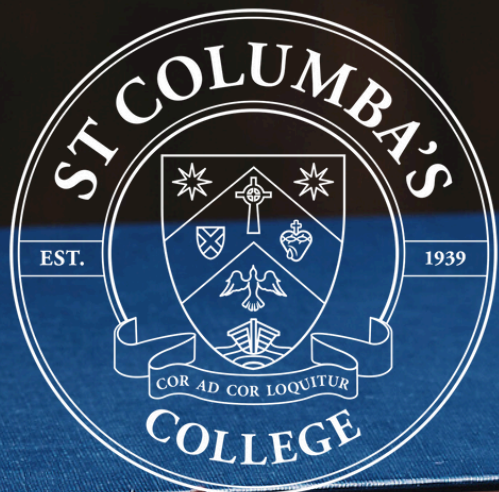


Co-educational Independent Catholic Day School for ages 4-18 in St Albans



ENGLISH

# Teacher of English Application Pack





## Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. SCC is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form. St Columba's is an academic and aspirational school devoted to scholarship and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are part of a vital and dynamic group of 12 schools located primarily across the United States and United Kingdom.

The College's GCSE examination results in 2023 were among the best in its history with 62% of grades at 9-7, and A-level grades follow the same pattern with 64% A\*-B. A-level results allowed 90% of students to obtain their first choice of university, including Oxbridge, with 50% attending Russell Group or top 10 universities.

Leadership throughout the College is promoted and expected of Sixth Form students: on the sports field, as Prefects, Pastoral and Academic Mentors, as well as in liaison work reaching into our Prep School. There is significant impact on the wider community, with a range of long-established charitable activities and volunteering arrangements benefiting local primary schools, special schools and homeless relief charities, both in the local area and overseas through our work with CAFOD.

## Person Specification:

The successful candidate will be a resourceful, dynamic, enthusiastic, proactive teacher, who is keen to work as part of a dedicated and motivated team.

They will have outstanding subject knowledge with proven experience and success of teaching KS3 to A-Level. They will also have strong communication and interpersonal skills to make lessons accessible and challenging to all. They should be highly organised, as well as capable and competent at planning and assessment. They will need to be able to demonstrate confident classroom management skills as well as employing effective and innovative teaching and learning strategies to ensure excellent progress for students. The candidate will bring rigour to the discipline and ensure that all progress at the forefront of their individual ability.

They will work well, both independently and collaboratively as a team member, willing to contribute and participate in planning and developing our evolving curriculum. We are seeking an individual who is confident with both traditional and digital learning methods, as we move towards online GCSEs. From Sept 2023, all students have their own device, a Surface Pro Laptop, for use in all lessons.

A willingness to contribute to the department and College's extra-curricular programme is essential.

## Department Overview:

We are passionate about our subject and see its importance not only across the school, but in the wider world too. Our vision is to instil in students an appreciation and love of English language and literature through an engaging, evolving curriculum. We want our students to become passionate readers, exceptional communicators and proficient critical thinkers. We work closely with our SEN department to ensure all students have the support they need to fulfil their potential and provide the stimulus and extension materials which will stretch those with higher prior attainment.

Working closely with the Head Librarian, we instil a love of reading at all levels. This is further supported by the whole school initiative whereby all students and staff take part in Drop Everything and Read (DEAR) strategy on a Friday morning to support and develop literacy. Literacy levels are also part of a whole school, all-subject based, developing strategy.

Our academic offering is enhanced by the extra-curricular clubs and activities, which include house public speaking, as well as trips to the theatre, English lectures and days out, for example to the Warner Bros Studios to understand where English as a discipline would be considered an advantage to study as part of a career pathway.

We are justifiably proud of the Department's public examination results. Our students in 2023 achieved a standing of 58% grades at 7-9 in English language and 49% gaining grades 7-9 in English literature at iGCSE. All achieved a grade 4 or above. Our wide range of A level students gained their places at university with all achieving A\*-D grades.

## **Department Organisation:**

The department consists of an outstanding team of seven qualified and experienced English teachers, led by the Head of Department and supported by an assistant head of English. We support teachers looking to develop their subject knowledge or classroom management skills as we are keen to ensure that we offer our students the best possible teaching and learning.

## **Curriculum Overview:**

Years 7-9 (Forms 1-3)

Students have 4 lessons a week in which they study a range of poetry, drama and novels as well as developing their own writing skills. We aim to expose students to a diverse range of world literature while also providing a strong foundation of skills ready for their iGCSE work. Students are placed in mixed ability sets in years 7 and 8 and then banded broadly by ability in year 9.

Years 10 and 11 (Forms 4 and 5)

Students are banded broadly by ability for their five 50-minute lessons a week as they prepare for the Edexcel iGCSEs in English language and English literature. Both qualifications incorporate coursework and so students complete this as well as preparing for the exams at the end of year 11.

Years 12 and 13 (Lower and Upper 6th)

We offer the academically rigorous Edexcel English literature at A level. Classes are kept small enough to allow plenty of discussion and collaborative learning, as well as allowing us to offer individual attention to ensure students fulfil their potential.

## **Facilities and Accommodation:**

The English department has a suite of five recently refurbished adjacent rooms next to the library. They are bright and airy spaces, allowing for an environment conducive to quality learning. All English teaching rooms have state-of-the-art interactive whiteboards, are wireless networked and have excellent storage for resources. We have subscriptions to a wide number of resources to enhance our teaching, e.g. Massolit, National Theatre and English Review. There is a department office and every teacher has their own Surface Pro device on which to work.

The staff room is close to the department and serves as a social space as well as a place for continuous exchange of ideas and support. It is well-stocked with free tea, coffee, fruit, and biscuits.

## Specific Responsibilities

- Develop engaging and challenging learning experiences through creative lesson planning and resource utilisation, aligned with the Department's policies.
- Conduct regular monitoring and tracking of students' learning to inform teaching strategies and planning.
- Ensure accurate and timely assessment and marking practices aligned with departmental policy, including monitoring student progress, implementing interventions, recognising achievement, writing subject reports, and providing comprehensive feedback on progress and areas for development during parents' evenings.
- Mark internal examinations thoroughly and fairly to ensure moderation and standardisation of results.
- Stay informed about national developments within the subject area and teaching methodologies.
- Play an active role in the creation and implementation of detailed lesson plans and assessment frameworks, as guided by the Head of Department, to ensure educational consistency and excellence.
- Champion a collaborative spirit within the department, facilitating the sharing of best practices, and promoting a unified team dynamic.

## Generic Responsibilities:

- Attend College events related to the subject area as directed by the Headmaster.
- Fulfil duties and cover for absent colleagues as needed.
- Undertake routine administrative tasks as required by the Head of Department and Senior Leadership (SLT).
- Take on pastoral responsibility for a tutor group, fostering a supportive and nurturing environment.
- To be a member of a team of teachers which nurtures the Catholic ethos of the College in tradition of the Brothers of the Sacred Heart.
- To promote and safeguard the welfare of our students.
- To contribute to the Extra and Extended Curriculum Activities (EECA).
- To comply with the teachers' contract of employment and Teachers Standards.

*It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.*

## **Safeguarding Children:**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College s/he must report any concerns to the Designated Safeguarding Lead.

## **Remuneration and Benefits:**

- St Columba's College operates its own salary scales.
- The College offers a fee remission of 66% for children of permanent members of staff educated at SCC.
- Membership of APTIS, a Defined Contribution Pension Scheme.
- 17 weeks of annual leave to include an October two week break.
- Complimentary lunch / tea / coffee / fruit / biscuits.
- Eye care vouchers.
- Free annual flu vaccination.
- Cycle to Work and Tech Schemes.
- Access to use of a confidential 24-hour counselling help line
- Use of the College Fitness Suite.
- Free car parking on site.
- Support with Continuing Professional Development.
- All staff have use of a Microsoft Surface Pro for school use.

## **Work With Us:**

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

To apply for this position or any of our vacancies, please visit our current vacancies here. You should email your covering letter and completed job application form to Jackie Metcalfe, HR Manager at [metcalfe.j@stcolumbascollege.org](mailto:metcalfe.j@stcolumbascollege.org) or call 07727 892095 to discuss further.

## **Application Process:**

Closing date: 10.00am on Monday 13th May. Interviews will be held shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.





St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

01727 855 185 [collegeadmin@stcolumbascollege.org](mailto:collegeadmin@stcolumbascollege.org)

St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)