

# Saint Nicholas School

small enough to care, large enough to inspire



Teacher of English  
Candidate Information



Dear Candidate,

Thank you for your interest in the position of Teacher of English at Saint Nicholas School. 'Saint Nicks', as it is affectionately known, is a very special environment and one that I am exceptionally proud to be Headmaster of. As a school, we never stop driving forward, developing and changing so all our pupils receive a rich, engaging and challenging education that inspires them.

The successful candidate will be joining the team, at what is a very exciting period in the school's history. The school continues to benefit from strong pupil numbers and the recent opening of our Rocking Horse Nursery, which is already over-subscribed, is a marker of the school's ambitions to remain a thriving, forward-thinking, and family orientated school, that provides an exceptional education from 3 months to 16 years.

I welcome applications from ambitious, dedicated individuals and look forward to receiving your application.



**Terence Ayres**  
Headmaster



### **A LONG TRADITION OF SUCCESS**

Saint Nicholas School is an independent, co-educational day school in Old Harlow, Essex. With a long tradition of success, it educates over 475 children aged between 3 months and 16 years.

Since 1939 we have given children an exceptional education. Our philosophy is based upon a commitment to sound moral principles and a view of education as an all-round preparation for life. Academic work is given strong emphasis and, equally, sound guidance in personal development is seen as an integral part of a good education.

### **OUR PHILOSOPHY**

Small enough to care, large enough to inspire.

We emphasise traditional values such as responsibility, honesty and respect for learning. Our teachers are highly

committed and work in partnership with our pupils and parents to ensure the highest standards of behaviour and academic achievement.

We believe that children learn best when they feel happy and secure and we aim to develop in our pupils a lifelong interest in learning. Visitors to the School are impressed by the friendly, positive attitude of the pupils and their energetic sense of purpose.

Our pupils enjoy a vibrant all round education that is stimulating, challenging and exciting. The curriculum is enriched by a wide range of extra-curricular clubs and activities including regular sports fixtures, drama activities and musical events that enables individual talent to be discovered and nurtured. We encourage pupils to discover their individual sphere of excellence and thus be challenged and inspired, developing their confidence and independence.

### **GROUNDS AND FACILITIES**

With over 16 acres of land, our pupils have lots of outdoor space to enjoy. Lower, middle and upper school pupils are each housed in their own area, within close proximity of each other enabling good access to shared facilities.

The School is equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, lower, middle and upper school libraries and a theatre. Sports facilities include extensive playing fields, tennis courts, heated swimming pool and a magnificent sports hall.

The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping. You can find more about the school by visiting our website

<https://www.saintnichlasschool.net/>



*'A good, friendly atmosphere which creates confidence and a sense of wellbeing in the children.'* - Parent

## SCHOOL AIMS

### The School aims to:

- Enable pupils to acquire the knowledge, wisdom and self-discipline appropriate for further education, employment and adult life.
  - Ensure that all pupils have the opportunity to develop their intellectual, physical and creative gifts, across a broad and balanced curriculum.
  - Provide a range of extra-curricular opportunities at lunchtime and after school.
  - Promote the personal development of pupils, encouraging lively and enquiring minds, respect for themselves and others and a high regard for truth.
  - Promote self confidence, integrity, social responsibility and awareness in pupils.
  - Generate a happy atmosphere and offer support to all members of the school community.
- Encourage pupils to show respect and active concern for their school surroundings and for the wider environment.
  - Encourage pupils to be aware of the needs of the community beyond the School and to give service.
  - Provide the stability and security of continuous education on one site, spanning the age range from 3 months in our nursery to 16 years.
  - Provide a stable environment in which every pupil can achieve the highest standards in all aspects of school life in preparation for the challenges of the future.

## ORGANISATION

The School is a registered charity, managed by the Board and the Head.

The Board is committed and focused. It is fully supportive of the school, with many members having attended the School as pupils themselves.

The School benefits from an inclusive and supportive Senior Leadership Team.





## ABOUT THE ROLE

### Teacher of English

Permanent, full time

MPS/UPS

Required September 2025

#### The position

Saint Nicholas School is seeking to appoint an outstanding and enthusiastic Teacher of English to join our well-resourced and successful English department. The successful applicant will be required to teach from Year 6 to Year 11 from September 2025.

This post would be well suited to an experienced teacher or someone seeking a first teaching appointment.

The successful applicant will be joining a friendly, hard working school with a clear commitment to high achievement for all its pupils. Classes have a maximum of twenty two pupils. You will be a passionate English teacher who displays professionalism, energy and commitment. Non-contact time is generous to enable the successful applicant to fulfil this role to the highest standards.

#### Terms & conditions

Teachers are paid at a rate equivalent to the National Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff, of up to 50% of the full fees, upon completion of one full year's service, provided children meet the School's usual entry requirements. Teaching staff may contribute to APTIS pension scheme.

#### Application process

All applications to be made via the TES website at this link: <https://www.tes.com/jobs/employer/-1046413>

The closing date is 9am on **Monday 24th February 2025** and interviews will take place week commencing **3rd March 2025**.



*'My children can't wait to come to school in the morning! They love their lessons and talk enthusiastically about what they have learnt during the day.'* – Parent

#### CORE PURPOSE OF POST

- To teach English across Years 6 – 11 including GCSE.
- To promote English as a subject within the school.
- To work with the Head of English and other members of the department to support the development of the English Department.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.

#### STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

##### Vision

- Demonstrate a commitment to a shared vision for the school.
- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, so as to support the School's values and vision.

##### Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the school.

#### Strategic planning

- Contribute to the development of English in conjunction with the Head of English, Assistant Head (Academic) and Deputy Head (Academic).
- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

#### TEACHING AND LEARNING Curriculum

- Possess and demonstrate a high level of subject and curriculum knowledge.
- Plan and teach well-structured lessons to assigned classes,





following the School's plans, curriculum and schemes of work.

- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Select and make good use of ICT skills for classroom and management support.

#### **Monitoring, assessment, recording, reporting and accountability**

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the school's current practice including the social progress of each child and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

#### **Standards and expectations**

- Ensure effective teaching of whole class groups and individuals, establishing high expectations of

behaviour and attainment, so that teaching objectives are met.

- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Participate in the School's appraisal cycle and have a commitment to your own professional development.

#### **Monitoring and evaluation**

- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
- Evaluate your own teaching critically to improve effectiveness.
- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies.

#### **SAFEGUARDING AND CHILD PROTECTION**

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

#### **PROFESSIONAL DEVELOPMENT AND APPRAISAL**

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.



## EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

### Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.



## ACCOUNTABILITY

### Effective communication

- Communicate effectively with pupils, parents and carers.
- Provide reports on individual progress to the Head of English, Assistant Head (Academic), Deputy Head (Academic) and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

### Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

## CONTRIBUTION TO SCHOOL LIFE

### Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity.

### Pastoral duties

- Take on the role of form teacher as required.
- Attend weekly assemblies.

### School events

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fairs which take place on the last day of term or a Saturday and the school's Fireworks display.
- Attend two Saturday Open Mornings.
- Attend the school's Speech Day, normally the final Saturday of the Summer Term.

## SAFEGUARDING

Saint Nicholas School is fully committed to safeguarding and

promoting the welfare of children, young people and other vulnerable groups and expects all staff, parents and volunteers to share this commitment. All staff and volunteers, where appropriate, will be required to complete our safer recruitment checks including qualifications; references; enhanced DBS and barred list; proof of identity; right to work in the UK; overseas, EEA and prohibition checks. New employees will be required to submit a Staff Self Declaration form (referring to disqualification under the Childcare Act 2006 as amended in 2018).

## EQUALITY AND DIVERSITY

Saint Nicholas School aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented as detailed on the application form.

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[www.saintnicholasschool.net](http://www.saintnicholasschool.net)

