



# Application Pack

for the position of  
Teacher of English (Full-time)

Start date: September 2024

## About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

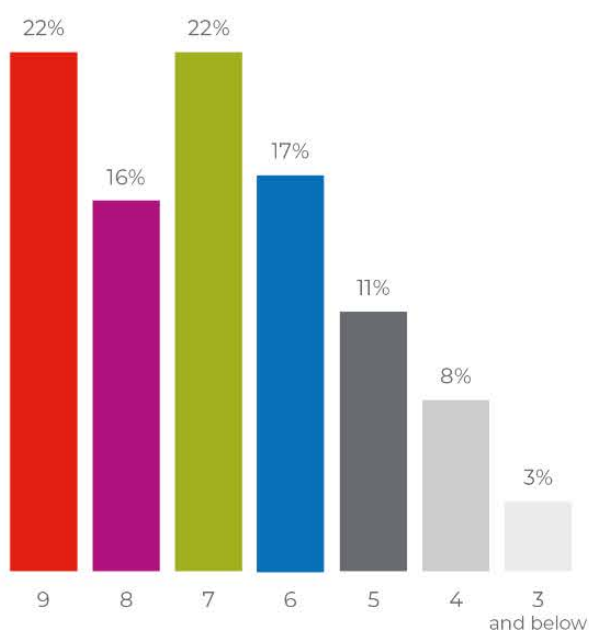
Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.



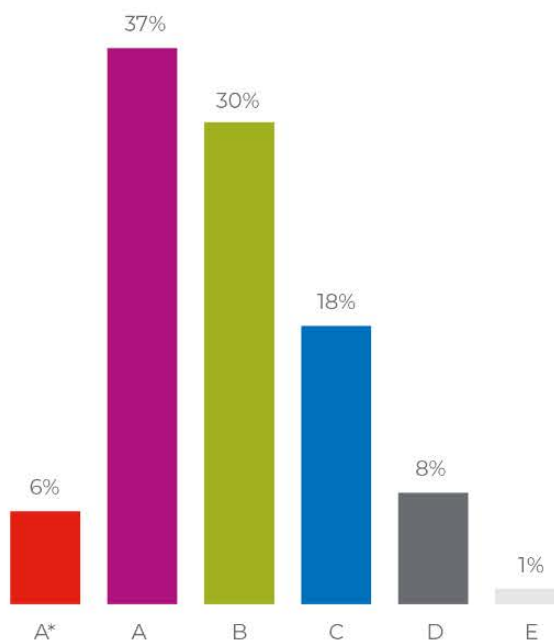


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

## GCSE RESULTS 2023



## A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

**Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.**

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.





CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA  
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

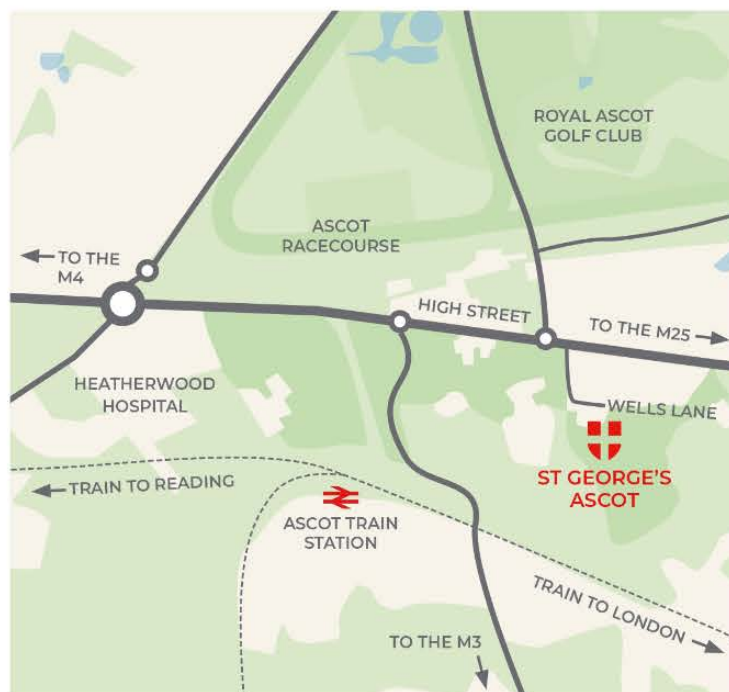


## Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.



### All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George's  
combines small-school  
cosiness with big-school  
facilities. ”  
TATLER





## The Department

The Head of Department and three other specialist members of staff teach in the English Department, which has enjoyed both academic success and excellent working relationships. The Department occupies three classrooms and has its own office. Physical and online resources are shared freely between the team.

The English Department seeks to deliver a lively and challenging syllabus to all of our pupils. We aim to stretch the minds of gifted and talented pupils, and to support those who require further assistance. Our specific aims are as follows:

- To develop in all pupils the ability to write and speak with clarity, accuracy, insight and imagination, and to become competent users of Standard English
- To teach pupils to criticise their own and others' writing in terms of purpose, audience and content
- To teach pupils to read texts of all types with discrimination, so that they develop the ability to read independently, for enjoyment, information and personal growth
- To instil an enduring love of literature
- To maximise the potential of all pupils to achieve the highest standards through their being offered stimulating schemes of work which ensure differentiated learning (where necessary), continuity and progress
- To encourage pupils to take responsibility for their own learning
- To offer (working in liaison with the SEN, EAL and AGT coordinators) support and help where necessary to pupils in all years who experience difficulties, or require greater stretch

Department members also seek to stimulate and encourage creative endeavours outside the classroom, including creative writing, drama productions and public speaking.

### Curriculum

The following examination specifications are followed:

Pearson (Edexcel) IGCSE English Language (Specification A)  
Pearson (Edexcel) IGCSE English Literature  
Pearson (Edexcel) A Level English Literature





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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

— MUDDY STILETTOS —

”



## Role and Responsibilities

**The following are the key duties and responsibilities:**

The role is to provide inspirational teaching of English in the curriculum and as part of the co-curricular provision.

Given the nature of the role, and the need to be flexible and adaptable, this is not an exhaustive list and all the School's job descriptions include the following "Other duties from time to time as directed by the Head".

The teacher of English will be line managed by the Head of English on a day to day basis.





## Teaching responsibilities:

- Teach English to pupils throughout the school including at (I)GCSE and A Level
- Encourage pupils' learning and engender enthusiasm for English
- Set and mark class work, prep work (homework), in-year assessments, end-of-year examinations and entrance examinations
- Keep records of work covered and pupils' progress
- Attend online and in-person parents' evenings for all classes taught
- Prepare pupil reports in line with the School's protocol
- Attend Continuing Professional Development courses
- Attend all Staff and Department meetings including INSET at the start of each term
- Attend Open Mornings and Education Days on occasional Saturdays if required
- Act in the capacity of Tutor to a group of pupils
- Run a weekly co-curricular activity or club after school
- Take prep duty after school, on approximately four to five evenings per term
- Carry out a weekly break or lunch time duty
- Maintain a positive and professional approach with parents and colleagues
- Actively promote good behaviour amongst pupils
- Organise and participate in educational visits
- Cover for absent colleagues
- Be a member of one of the School's Houses, attend House meetings, House events and the annual House Party
- Positively promote the School in the community including outreach work with local maintained schools and other organisations
- Support departmental colleagues in the consistent use of pupil rewards and sanctions
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required
- Other duties as occasionally directed by the Head or Deputy Heads





“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS  
INSPECTORATE





## Person Specification

**The successful candidate should:**

- Be passionate about English, forward thinking and show a real desire to motivate pupils of all abilities
- Hold an undergraduate degree in English or a closely-related discipline (applications from experienced teachers or ECTs are welcomed)
- Be a qualified teacher (holding QTS or its equivalent) or have equivalent experience
- Be able to demonstrate excellent subject knowledge
- Be able to demonstrate excellent teamwork skills
- Be an excellent oral and written communicator
- Ability to maintain a positive and professional approach when dealing with parents and colleagues
- Promote high standards of education, care and behaviour
- Be able to use ICT for a range of administrative and teaching purposes
- Display strong interpersonal skills
- Demonstrate sound judgement and discretion and have a good sense of humour.
- Be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to successfully juggle multiple tasks of varying size and importance
- Be flexible and adaptable when going about their work
- Have energy, commitment and stamina
- Be sympathetic towards the ethos of a busy boarding and day school



## Salary and Further Information

### Teaching Staff

- a. **Start date:** September 2024.
- b. **Salary:** St George's Ascot operates its own generous salary scheme.
- c. **Pension:** All teaching staff will be auto enrolled in the APTIS pension scheme unless they opt out. Non-qualified teaching members of School staff are enrolled in the Pensions Trust.
- d. **Hours of work:** This is a full time teaching post for the academic year. There will be a requirement to attend routine teaching events such as parents' evenings, teaching staff meetings, staff training days preceding each term, and Open Days and Educational Days (as notified).
- e. **Notice Period:** The notice period required by either side to terminate the employment will be one full term.





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Awarded 'Excellent' in all areas in November 2022,  
the ISI particularly identified –

“

‘Pupils’ positive attitudes towards learning  
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE



## Additional Staff Benefits

- Use of facilities
  - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
  - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.







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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM



## The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to **[recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)**

**Deadline: 12 noon Thursday 18 April 2024 with interviews being held shortly thereafter**

The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to [recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.





**25** MINUTES FROM  
**HEATHROW  
AIRPORT**  
UNDER AN HOUR FROM  
**GATWICK**



**20%**  
INTERNATIONAL  
PUPILS



FOUNDED IN  
**1877**



**100%**  
PASS RATE  
AT A LEVEL  
GRADED A\* – C



**99%**  
PASS RATE  
AT GCSE  
GRADED 9 – 4



**12**  
THEATRE  
PRODUCTIONS  
EACH YEAR

**EXCELLENT  
PASTORAL  
CARE**

AND ONSITE  
CHAPLAIN



**70+**  
CO-CURRICULAR  
**CLUBS**



**3** OUT  
OF **4**  
PUPILS  
ACHIEVED THEIR  
**1<sup>ST</sup> CHOICE  
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR  
EDUCATION  
REFERENCE SCHOOL

**25 GCSE  
SUBJECTS  
AND  
23 A LEVEL  
SUBJECTS  
ON OFFER**



**AMBITIOUS  
ROLLING  
DEVELOPMENT  
PLAN  
INCLUDING:**

**SWIMMING  
POOL**



**COOKERY  
ROOM**



**MUSIC TECH**



**DANCE  
STUDIO**

**FITNESS  
SUITE**



**30** ACRES OF LEAFY  
COUNTRYSIDE ON SITE



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[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

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