



THE
KINGSLEY
SCHOOL

Information for Applicants

Teacher of English with potential for Head of Year (temporary until August 2027, with potential for permanent)

To start January 2027



A Message from the Head

Welcome to the Kingsley School. We are a co-educational school in the heart of Royal Leamington Spa, proud of our long history of providing a high quality, supportive and broad education. Part of the Warwick Schools Foundation since 2021, our recent history shows that we are a dynamic, innovative and inclusive school in which all students and staff can achieve.

We are a caring and high achieving learning community, supporting all students to achieve their best in and out of the classroom. However, there is so much more to a Kingsley education. We want our students to experience the excitement of discovering that they can achieve more than they thought possible; we encourage them to embrace new opportunities and challenge and support them in developing resilience and determination. We celebrate planting a tree at Forest School as warmly as top grades and a beautiful painting as enthusiastically as gaining a place at a prestigious university.

If you were to ask a member of staff, student or parent what they love about Kingsley, I can guarantee that our spirit of community will play a major role in their response. We believe in respect, kindness and caring. Our students really are at the heart of all we do, and we go the extra mile to ensure that every child is seen, heard, and known, and has a strong sense of belonging.

The Kingsley School is a happy and thriving place with a unique identity and spirit. It's also a rewarding place to work with passionate and dedicated staff who share the same belief and vision that every child can flourish.

Thank you for your interest, and I look forward to meeting you.

Mr Peter Bucknall
Head of School



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 5 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



Why teach at The Kingsley School?

Staff come from a variety of teaching backgrounds, and all find their place at Warwick School.



Becky Forde

Head of English and Year 7

"Working at Kingsley is a privilege. The staff, pupils and wider community make the school a very special place to be. Our pupils are kind, courteous and eager to learn. We all work together to create a positive and purposeful learning environment where everybody is listened to, and nobody gets left behind."



Aderyn Rigney

Teacher of PE and Sport

"I was warmly embraced by both staff and pupils when I started. It has been a lovely experience to be able to work with every pupil in the school, fostering an understanding of all pupils as individuals. The collaborative spirit amongst staff is wonderful, contributing to a vibrant community atmosphere. Additionally I feel fully supported in my teaching experience, endeavours and professional development, which has greatly enhanced my experience at the school."

Ed Lax

Head of Art

"Kingsley is a close-knit family that values creativity and fosters kindness, empathy and genuine connections between staff and students. After 13 years working at the school, I enjoy more than ever teaching in a community where students feel inspired and empowered to learn and strive to reach their full potential regardless of their ability."



Tom Spillane

Assistant Head

"The school offers amazing opportunities for staff, as well as students, with international trips, development prospects, and responsibilities. There is a real sense of togetherness and community within the school body that helps Kingsley reach heights well above the standard."



The Role

If you are someone who wants to inspire and excite young minds through outstanding teaching, by developing a culture of positivity and as a result instilling children with the confidence to take on the future, then we want to hear from you. Bring your skills as a Head of English to our exciting, innovative and vibrant school.

Hours of Work

0.85 English Teaching (or 0.92 with pastoral leadership- Head of Year)

Pay Banding

The Warwick Schools Foundation has its own salary scale and salary will be Determined according to qualifications and experience.

Location

The Kingsley School, Leamington Campus

Start Date

January 2027

Reporting Lines

The post holder will report to the Head of English.



Job Description

Responsibilities

- To plan, prepare and teach lessons as required by the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed.
- To set, supervise and mark school examinations in preparation for public examinations.
- To assess, record and report on the development, progress, and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental and school co-curricular activities.
- To keep records of attendance at lessons as required.
- To encourage as much use as possible of the school libraries and other resources.
- To invigilate and undertake administration associated with public examinations.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To attend Departmental, Year, Staff, Parents', and Inset meetings.
- To attend assemblies and participate in the pastoral programme.
- To provide cover for absent staff and to carry out other duties as required.
- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.



Job Description

The Head of Year plays a key role in defining the Wellbeing and Pastoral policies of the school and in ensuring their successful implementation. Kingsley is exceptionally proud of the outstanding pastoral care that the school offers.

Responsible to:

Deputy Headteacher (Wellbeing and Pastoral)

Specific responsibilities

Pastoral life of the school

- ☐ Know students in the year group as well as is possible and become accepted as a person to whom they can turn for guidance and help in addition to the Form Tutor
- ☐ Liaise with school Nurse, Pastoral and Wellbeing Lead or external agencies, when necessary, to inform students and parents about relevant issues
- ☐ Supervise and monitor the behaviour, attendance and punctuality of students, and work with Form Tutors, the Deputy Head (Wellbeing and Pastoral) and parents to take appropriate action if problems arise
- ☐ Be a Deputy Designated Safeguarding Lead
- ☐ Support the SENCO in the preparation of individual student reports as required
- ☐ Ensure that all appropriate administrative records (including safeguarding if DSL trained) are kept up to date
- ☐ Promote activities/trips within the year group which are likely to develop a sense of community
- ☐ Contribute to the enrichment programme
- ☐ Organise and work with the Form Tutors and the Deputy Head (Wellbeing and Pastoral) to take appropriate action if problems arise
- ☐ Monitor and promote high standards of uniform, behaviour and punctuality
- ☐ Support with rewards and sanctions as required
- ☐ Arrange meetings with the parents of individual students as the need arises
- ☐ Support with student transition at the end of each academic year/between Key stages



Job Description

Academic life of the school

- ☐ Help coordinate the PSHE programme, supporting the HoD in the delivery and assessment of the programme
- ☐ Assist the Assistant Head - Academic with the organisation of Parents' Evenings
- ☐ Lead on the organisation of Parents' Information evenings
- ☐ Assist in the arrangements for internal/external examinations as appropriate
- ☐ Work with the SLT with all assessment, recording and reporting procedures
- ☐ Write a summative HoY comment on student reports as required
- ☐ Diligently proofread year group reports
- ☐ Prepare references as requested by external schools and agencies;
- ☐ Liaise with HoDs as required to ensure student progress and high standards of behaviour in class
- ☐ Support all curriculum and subject staff by linking pastoral and curriculum initiatives where appropriate e.g. RS IDEALS, and independent learning, AfL

Leadership

- ☐ Chair the year team meetings, ensuring an agenda and minutes are always produced and shared with the Deputy Head (Wellbeing and Pastoral)
- ☐ Oversee the induction of new students
- ☐ Induct new staff in the Form Tutor role
- ☐ Ensure all Form Tutors are the first point of contact for parents and offer relevant pupil support as required
- ☐ Ensure all Form Tutors feel confident to lead on low level pupil pastoral concerns
- ☐ Work as part of the pastoral team in either Sixth Form or the Pastoral room
- ☐ Assist with the retention of students across key stages where relevant
- ☐ Carry out proportionate whole school duties
- ☐ Perform any other duties requested by the Headteacher
- ☐ Attend results days if required
- ☐ Engage in and contribute to the appraisal process as required
- ☐ Attend all Wellbeing and Pastoral Team meetings as required
- ☐ Be prepared to deliver inset as required
- ☐ Attend weekly meetings with the Deputy Head (Wellbeing and Pastoral)



Job Description

Form time, duties and assemblies

- ☐ Help populate the Pastoral Year plan document and organise activities for form time; and monitor use by form tutors.
- ☐ Organise and deliver engaging regular Year Assemblies that are meaningful, age appropriate and relevant to the year groups needs
- ☐ Ensure substitutes for Form Tutors in case of absence by liaising with Exam Officer
- ☐ Contribute to the morning duty rota

Personal specification

- ☐ Lead by example at all times
- ☐ Embody the Kingsley ethos
- ☐ Be an excellent practitioner in the classroom
- ☐ Be supportive and empathetic to staff and students
- ☐ Demonstrate excellent communication skills
- ☐ Be highly organised and show attention to detail
- ☐ Have excellent IT skills
- ☐ Embody a growth mindset



Job Description

Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
 2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
 3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
 4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
 5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
 6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
1. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The Warwick Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

Pension

Automatically opted into the Foundation's pension scheme for teachers.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview and lesson observation.

The Application Form

Candidates should complete the Application form and a Cover letter which addresses the competencies outlined in the job description and person specification.

Completed applications should be submitted to hr@warickschools.co.uk

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on g.mcilwraith@warickschools.co.uk



Appointment Timetable

Deadline for submissions

Closing date: **12 noon on Monday 12 October 2026**

Interview date: **Tuesday 13 October 2026**



Benefits for Staff



THE
KINGSLEY
SCHOOL



Staff Fee
remission at
The Kingsley
School



Lunch and
refreshments
provided during
the working
day



A virtual
GP and Physio
service



Access to a
wide range of
retail discounts



Salary sacrifice
schemes



A strong,
supportive staff
community



Employee
Assistance
Programme



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	- Graduate in a relevant subject - QTS	Additional relevant qualifications at a high level	- Contents of the Application Form - Copies of qualifications
Experience	Detailed knowledge of ICT applications including advanced expertise in Microsoft Excel.	- Experience of event management - Experience working with ICT database systems	- Contents of the Application Form - Interview - Professional references
Skills	- Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports. - Effective relationship building strategies - Responsive teaching - Ability to prioritise and make decisions. - Excellent time management and organisational skills - Outstanding use of ICT in the classroom and to develop resources.		- Contents of the Application Form - Interview - Professional references
Knowledge	- Genuine interest in the craft of teaching and knowledgeable about teaching and learning - Subject knowledge of the highest order - Understanding of cognitive science principles - Awareness of metacognition and self-regulated learning	- Understanding of how to use Assessment for Learning to develop pupils into independent learners. - Up to date knowledge of ISI requirements for subject departments	- Contents of the Application Form - Interview - Lesson - Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards and achievement and to raising these standards. • Commitment to own professional development • Support for school aims and policies. • Ability to cope with pressure/workload. • Tact and discretion, loyalty, flexibility • Adaptability, confident and dependable • Soundness of judgement • Time management	• Demonstrate being articulate, presentable, co-operative, reliable, responsive with a “can do” attitude with good communication skills at all levels. • Creates good rapport with staff, parents, and pupils. • Ability to prioritise. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.	• Interview • Lesson • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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