



*Where young
people are*
**known,
valued &
treasured**



Teacher of English Application Pack

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



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. The College 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 academic excellence 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 an integral part of a dynamic group of 12 schools located primarily across the United States.

Performances at GCSE and A Levels reflect both the quality of the teaching as well as our highly supportive learning environment. Excellent public examination results and university destinations, are a testament to the ambition, dedication and resilience of our pupils and staff alike.

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 2025 achieved a standing of 44% grades at 7-9 in English language and 51% 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 80% achieving A grades and 100% A-C.

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.

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 banded broadly by ability in KS3.

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.

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.



Job Title: Teacher of English (Senior School)

Responsible to: Head of English

Person Specification

We now have an opportunity for resourceful, dynamic, enthusiastic, proactive Teacher of English, who is keen to work as part of a dedicated and motivated team.

The successful candidate 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. A willingness to contribute to the department and college's co-curricular activities is essential.

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

- 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, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life
- To meet the responsibilities carried by all teachers in the College to comply with the teachers' contract of employment and Teachers' Standards
- To take on pastoral responsibility for a tutor group, fostering a supportive and nurturing environment
- To meet expectations regarding the role and expectations for all Form Tutors as contained within the Senior School handbook
- To fulfil duties and cover for absent colleagues as needed
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To contribute to co-curricular activities

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 people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. 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:

- The role is offered on a fixed term contract for the 2025/26 academic year.
- St Columba's College operates its own salary scales.
- The College offers a fee remission of 33.3% 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 a two week break for October half term
- 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 the work with us page of our website.. You should email your covering letter and completed job application form to Jackie Metcalfe, Head of HR at metcalfe.j@stcolumbascollege.org or call 07727 892095 to discuss further.

Application Process:

Closing date: 10am on Monday 22nd September 2025. The interviews will be held shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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