



Teacher of English  
Part-Time or Full-Time



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We seek to appoint from September 2026 a well qualified, enthusiastic and energetic Teacher of English



## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

## Personal and Professional Qualities Required

The successful candidate should have excellent subject knowledge and be committed to maintaining academic rigour in the teaching of both Language and Literature.

They will teach a part-time or full-time timetable each and will contribute positively and reliably to the wider work of a busy department and school. We are seeking a reflective practitioner who is committed to ongoing professional learning and who is willing to update their pedagogy continually. The successful candidate will engage with current research on teaching practices, provision and inclusion, ensuring that all pupils receive high-quality, evidence-informed support. A willingness to adapt, refine and develop approaches in response to pupil need is essential.

We are also looking for a collaborative colleague who enjoys working as part of a supportive team. The successful candidate will be willing to share resources, contribute to the development of departmental materials, and play an active role in the smooth running of the English Department. Confidence in using digital tools – particularly OneNote and Excel – is essential, as is a willingness to take on a small number of administrative or operational tasks to support the day-to-day organisation of teaching and learning.

The role has the potential to be full-time for the right candidate if he/she is able to offer a second subject.

## The Department

The English Department is based in the main teaching block and currently comprises five colleagues: two full-time teachers and three part-time teachers, several of whom hold specific areas of responsibility within the school. We are a supportive, friendly and collaborative department, committed to high standards and to creating a positive and inclusive environment for both staff and pupils.

Teaching rooms at St Catherine's have a projector or interactive screen.



# English Courses at St Catherine's

## Years 7, 8 and 9

All pupils in Years 7, 8 and 9 routinely practise the full range of skills required for the Edexcel IGCSE courses. This includes a mini Shakespeare course, a contextual study of a novel and its wider literary and historical contexts, and the analysis and comparison of a broad selection of poetry. Throughout the year, pupils also develop all the skills needed for the Edexcel Language IGCSE, allowing them to build strong foundations well before the examination course begins.

We have developed very robust writing scaffolds and prompts that are embedded consistently across the department. These support all learners in achieving their best and help ensure that our classrooms - and the English learning experience more broadly - remain genuinely inclusive.



## Year 11 and A Levels

All Year 11 pupils take Edexcel IGCSE English Language and English Literature, and A Level pupils take Edexcel English Literature.

A Level English is one of the most popular subjects in the school. It complements a wide range of other A Level choices, and pupils are consistently excited to take it alongside subjects such as History, Psychology, Politics, the Sciences, and Languages.

English is positively regarded by all universities, both as a facilitating subject and as clear evidence of strong analytical, critical and communication skills.

Each year, our pupils progress to highly competitive courses. Some go on to study English or Law, while others pursue a wide range of degrees across the humanities, social sciences, and STEM fields.

Whatever their chosen pathway, A Level English places them in a strong position for university study, demonstrating the academic rigour, versatility and depth of thinking that all universities value.

## Practical Information about the Post



The precise teaching commitment will be sensibly devised to take into account the strengths and interests of the successful candidate. Opportunities for training and further professional development will be provided. The successful candidate would be expected to attend training courses both within school and outside, inevitably involving hours beyond their usual contractual week.

The successful candidate will be expected to:

- be focused on Safeguarding of pupils at all times and be up to date with reading and understanding Keeping Children Safe in Education (KCSIE).
- be responsible for the regular setting and marking of written and oral work, both in class and for preparation.
- to keep up-to-date records of the attainment progress of all pupils taught, monitor these and take special action where necessary, also consulting/informing the Head of Department.
- ensure that marking standards reflect the agreed departmental norms and the School Marking Policy.
- take part in all departmental activities, as required by the Head of Department: departmental meetings, setting and marking of examinations, etc.
- take a share of the departmental activities, which fall outside the school day, as required by the HoD, e.g lectures, extra-curricular activities etc.
- become involved in the extra-curricular activities of the School as a whole, depending on the interests/particular talents of the candidate.
- attend all required school functions, as directed by the Head: staff meetings, parents' evenings, prep duty, etc.
- know, and adhere to all school and departmental policies.

We expect high standards from staff and pupils alike, and we work in a lively, friendly and supportive atmosphere where communication is open and constructive. The English Department is well resourced, with excellent access to digital tools and shared materials, and staff benefit from strong collaborative practice. Colleagues have access to comfortable staff areas and the wider school facilities, and the department places great value on mutual support, professional growth, and a positive working environment.



# Being an iPad School



We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 10 have iPads that are the property of the School and are managed by the IT Department. Years 11 to 13 have their own iPads and/or laptops of choice in the Sixth Form.

A laptop is provided by the School for teaching in the Senior School. The School utilises a variety of screen-mirroring solutions and projectors/LFDs. Additional facilities include visualisers, microphones and motorised desks which are commonplace. Staff are required to ensure that all resources needed for teaching are made available in an electronic format (Microsoft Teams/OneNote are our core educational tools) for downloading by girls and interacting on the iPad.

Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are thoroughly delivered and supported to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

## Extra-Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful.

All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep time in the Library after school from 4.30 to 5.30 p.m. or 5.30 p.m. to 6.30 p.m. respectively roughly twice per term. Part-time colleagues are asked to staff the earlier slot that fits in with their timetables.



## Statutory ECT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.



# Pastoral Roles

Full-time roles usually come with pastoral responsibility for a small tutor group. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.



Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

## Remuneration

Salary will be based on the St Catherine's Salary Scale and will be commensurate with the qualifications and experience of the candidate.

## Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

## Other Benefits

- Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.
- A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.
- From September 2026 new Teaching Staff will be automatically enrolled in the School's Defined Contribution Scheme, expected to be APTIS (through Aviva).
- St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.
- The school offer a cycle to work salary sacrifice scheme, 25 days holiday per year (pro rata for part-time staff) and free parking.
- Full-time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, if this can be timetabled. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school during this time if there were a special school event requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of School.



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## Applications

The application should be completed on My New Term using the link to job opportunities below by 12 noon on 9 March and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed My New Term Application Form provided with these details/found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Thank you for your interest in St Catherine's School.

Emma Watson, Head  
February 2026





# St Catherine's School BRAMLEY

St Catherine's School  
Station Road, Bramley, Guildford, Surrey, GU5 0DF  
01483 893363 | [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info)  
[www.stcatherines.info](http://www.stcatherines.info)

Patron: Her Majesty The Queen  
Registered Charity Number: 1070858