



www.oxtedschool.org

Teacher of English (Maternity Cover)

September 2026

CONTENTS

Welcome from the Principal	p3
Our Trust	p4
Our School	p6
Our Leadership Team	p9
Our Commitment to You	p11
The Opportunity	p13
Job Description	p14
Person Specification	p18
Application Process	p20



WELCOME FROM THE PRINCIPAL

Dear Candidate

Thank you for your interest in the position of Teacher of English at Oxted School.

Oxted School is a large, vibrant, and successful with over 1700 students aged 11-18 on roll. Founded in 1929, Oxted School is strongly rooted in the local community, a community that we are so proud to serve. We are Ofsted rated 'Good'. The school is part of The Howard Partnership Trust (THPT).

Oxted School is on a rapid and ambitious journey, and I am looking for someone with the personal drive and determination to help me fulfil the school's full potential. You will be an experienced and successful leader with an appetite to take full advantage of the opportunities ahead. We have the highest of aspirations for every member of school and you will help me meet these aspirations.

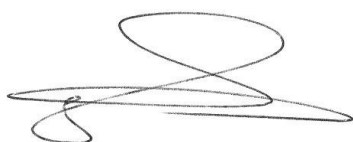
Excellent teaching, a strong pastoral system, high quality support and guidance where staff go the extra distance for students, and an extensive range of additional learning opportunities to ensure that the needs of every student are met, is our goal. With your leadership and determination, you will work with me to meet Oxted School's vision for the future and further accelerate our progress.

Developing our staff and their wellbeing is also a high priority, so we provide a well-resourced environment where staff are supportive of each other and work collaboratively. Staff CPD and development is important in our school, and we take our responsibility to develop our staff seriously.

We hope you will find the information in this pack interesting and informative.

If you feel you have the energy and passion to fulfil this role, I look forward to receiving your application.

Yours faithfully,



Maurice Devenney
Principal
#teamOxted





OUR TRUST

About THPT

The Howard Partnership Trust is a growing family of 13 schools in the South East of England. Our family includes Primary, Secondary and Special Schools and welcomes any school that shares our values and commitment to Bringing out the Best in each and every one of our children and young people.

Our Trust has a proud history of improving and sustaining schools at all stages of their development journey including Outstanding schools and those who were in Special Measures. To do this we work in deep collaboration and partnership across our schools to share expertise and enable the highest quality education for every child.

Driven by our six shared values, we are future focused, knowing that we strive for the best for every child, expanding their life chances and choices from the moment they join us. We use the wealth and diversity of experience across our different settings to benefit all within the Trust, sharing and extending good practice to support our continual improvement and secure excellence in education in all of our schools and beyond.

Like the children in them, our schools are unique, and our Principals and staff have the independence to make key decisions to support them in the best ways. We believe our schools have a crucial role to play as community anchors as well as providers of education for the here and now.

If you share our outlook and passions, we hope you find the information here you need to make an informed application.



OUR SCHOOL

Our School

Oxted School is a comprehensive school for students aged between 11 and 18. The school is popular in the local community and has a growing Sixth Form. Our school is a welcoming environment, which, paired with our high standards, delivers an improving education for our students. Our buildings range from a traditional main block to much more recent developments that contain specialist science labs, sports hall, dance and drama studios, music rooms and STEM workshops. The student body in our school is truly diverse, both in heritage and educational starting point.

The school is a short walk from Oxted station. London Bridge and London Victoria are approximately a 30-minute journey by train. The school is also within easy commuting range of South London and Surrey.

#teamOxted Mission Statement

We want to broaden the horizons of our students and staff through the provision of a world-class education filled with opportunity. We fulfil this ambition through our mission statement:

- A highly successful School, that is proud to be at the centre of our community.
- A kind, safe and inclusive School that values each team member.
- A learning environment where staff and students thrive.
- A fearless commitment to bringing out the best in each other.

We are unashamedly aspirational for our students and aim to equip them with the knowledge, skills and dispositions they need to be successful, both academically and in their wider lives

There is a culture of celebration established and reinforced by regular rewards and recognition of students' achievements.

#teamOxted Culture

Working at Oxted School means becoming a member of #teamOxted. At its core this team creates a culture of:

- High expectation and aspiration for all.
- Collaboration and teamwork #teamOxted
- Organisation and overcommunication of routines.
- Consistency with cohesion.
- Simple and focused approach.
- Advantaging our disadvantaged.
- Assessment, not assumption.
- Always learning.

#teamOxted Values

We have a shared set of values for both our staff and students. We want these values to be lived, not laminated so every member of #teamOxted is aware of the traits and behaviours we prize:

- Respect
- Responsibility
- Resilience
- Reflection



OUR COMMITMENT TO YOU

When you apply to join our Trust, it is important that you have the opportunity to learn about who we are and why we are so passionate about the partnerships we have across our schools.

These partnerships support how we come together to make a real difference and improve educational outcomes for our children and young people.

We want every candidate to have an informed, engaging, and positive experience, through the application and selection process and we have set out our commitment to all candidates in this charter. Staff are our most valued asset, and we place a high emphasis on staff well-being and professional development.

OUR COMMITMENT TO YOU

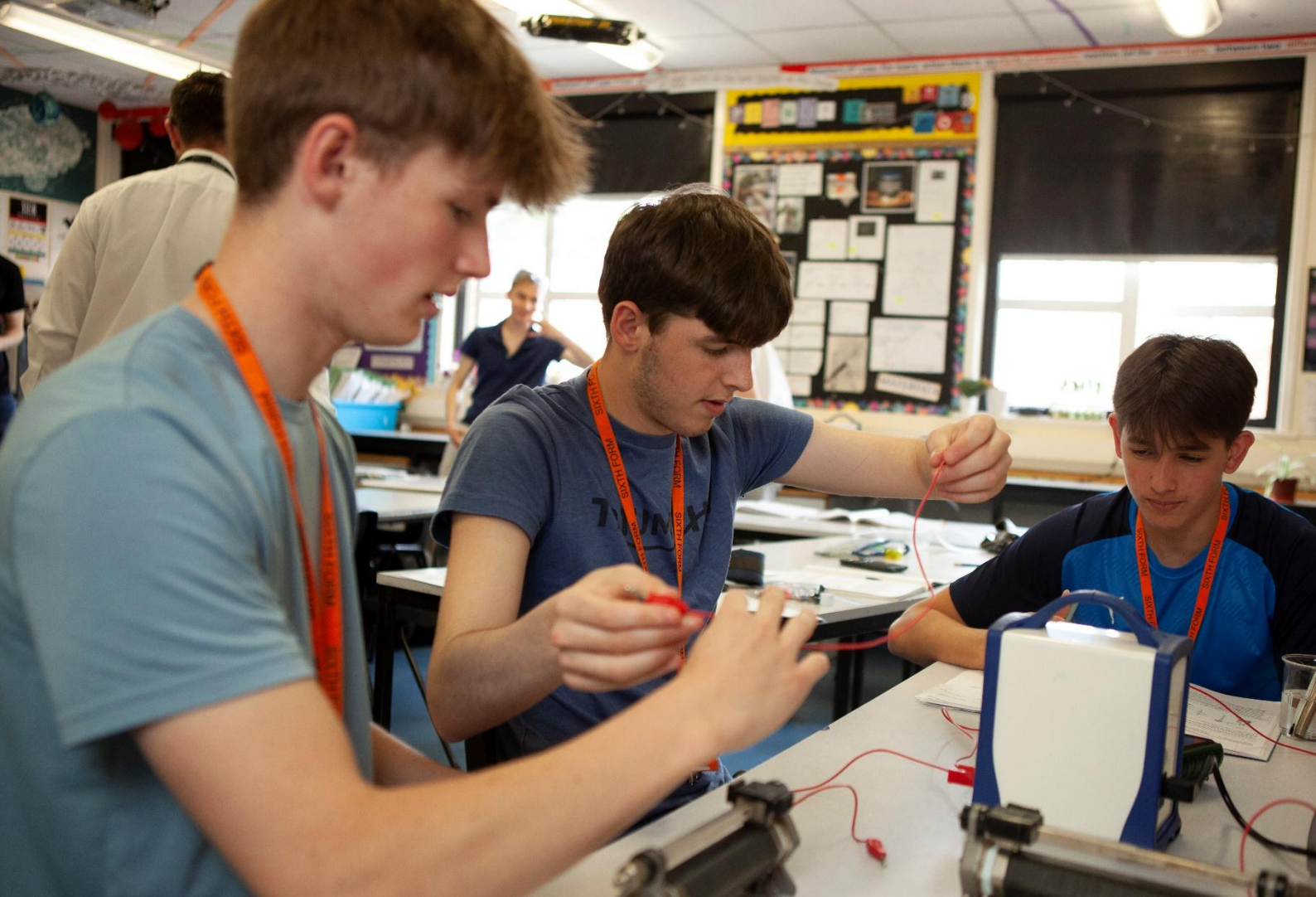
- Transparency – we will treat you with respect, honesty, and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively.
- Understanding – we will ensure you are given everything you need to make informed decisions.
- Showcasing talent – we will provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally and promptly.
- Listening – we welcome feedback and will act on what you have to share.
- Inclusivity – our recruitment decisions align with our commitment to create a high quality, diverse workforce.

WE WILL ALWAYS

- Provide you with clear, accurate and timely information.
- Give you the opportunity to ask questions – and we will ensure you get the answers you need.
- Respond to enquiries promptly and usually within 48 hours.
- Adopt a fair and consistent assessment process.
- Make sure you have all the documentation and details you need for an interview in advance.
- Provide you with real insight about what it's like to be part of our team.
- Ensure all offers are fair and equitable.
- Seek feedback on your experience at every opportunity, so we can continue to improve.

IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations, and motivations.
- Provide open and accurate information when submitting an application.
- Always give yourself the best opportunity to succeed – research who we are and how we work.
- Let us know if situations change in relation to your interest – and help us understand why.



THE OPPORTUNITY

The Role

This role will offer the successful candidate exciting opportunities to work as part of a dynamic team and to be part of the driving force behind the evolution of our school in an outstanding 21st century learning environment, as part of a team dedicated to delivering excellent learning.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion.

This is an excellent opportunity to join an outstanding staff body and an ideal position for someone aspiring to Middle Leadership Leadership.

The Person

The ideal candidate will have high standards, strategic vision, work well with their colleagues and bring an innovative and dynamic approach to subject development. They will understand the direction the department needs to go and help me to bring about further improvement. They will want to make Oxted School a beacon of excellent pedagogical practice.

We need someone who is a motivated, energetic, self-starter; a team player with bundles of enthusiasm, a good sense of humour and a passion for working with young people in a busy and thriving school environment.

Key information on the department and our curriculum can be found in our school website: www.oxtedschool.org

JOB DESCRIPTION

Job Title	Teacher of English
Reporting To	Head of English
Salary Scale	London Fringe: Teachers Pay Scale Recruitment allowance may be available for the right candidate.

This is a temporary, full-time position to cover maternity leave.

Main Purpose:

- To provide high-quality teaching and learning that supports students to make as much progress as possible
- To work as part of a team and participate in activities that support the improvement priorities of the school
- To maintain consistently the Teacher Standards

Main Accountabilities:

- To plan and teach high quality lessons to support students in making good or outstanding progress
- To set clear targets for students' learning, building on prior attainment and considering each student as an individual
- To assess student work and progress giving regular feedback in line with school policy
- To follow and contribute to schemes of work
- To report on student progress in line with school policy and to ensure that students are thoroughly prepared for examinations
- To maintain a stimulating, engaging and safe learning environment
- To attend parent / information evenings as required
- To respond to parental concerns / requests for information in line with school policy
- To contribute to the wider life of the school, including whole-school routines and duties
- To take responsibility for your own professional development and engage with performance management activity

Subject Specific Information:

The English and Media Faculty at Oxted is a team of dedicated and enthusiastic teachers who deliver the English curriculum at all three Key Stages and Media Studies at Key stage 4 and 5. Retention is excellent, with some members of the team boasting a tenure stretching over 10 years, whilst others have re-joined after short periods elsewhere. As a faculty, we work well collaboratively and are open to innovative approaches and strategies. The school itself has recently moved into brand new purpose-built premises, where students benefit from ten dedicated English classrooms over two floors, as well as small rooms for group work and intervention, with a computer suite for Media students. We are an extremely well-resourced department, with all classrooms housing interactive HD TV screens. Key Stage 3 and 4.

All students are taught in mixed ability groups, with detailed, objective-driven schemes of work. These are regularly reviewed and revised to incorporate changing specifications, cross-curricular links and different cohort needs. All classes are assessed half-termly, with regular moderation and marking meetings to ensure departmental assessment consistency. Schemes of work are centrally developed to ensure that students read a wide range of challenging texts, write engaging and compelling pieces and discuss a variety of topical as well as philosophical issues. At Key Stage 4, we follow the AQA Specification for English Language and English Literature. We are proud of our truly comprehensive policy, where all students are entered for both English Language as well as English Literature, with both courses taught concurrently. The texts that we study for Literature are: “Macbeth”; “A Christmas Carol” “An Inspector Calls” and the Power and Conflict cluster of poems from the AQA Anthology

English Curriculum Intent

Inclusive. Ambitious. Empowering.

At Oxted School, our English curriculum is designed to foster a love of language, literature, and communication while empowering students to become thoughtful, articulate, and empathetic individuals. We aim to develop confident readers, critical thinkers, and skilled writers who can engage meaningfully with the world around them.

Our curriculum is ambitious, inclusive, and broad in scope. Through exposure to a rich and diverse range of texts - classic and contemporary, local and global, fiction and non-fiction - we encourage students to explore different voices, perspectives, and experiences. We believe that engaging with literature is not just an academic pursuit but a powerful means of understanding human identity, society, and culture.

Key areas of focus include:

- Reading for breadth and depth – Students encounter a wide variety of genres, authors, and cultures to develop both literary appreciation and critical literacy.
- Writing with purpose and creativity – From persuasive speeches to poetry and narrative fiction, students learn to craft their own voice with clarity, originality, and control.
- Spoken language and oracy – We value articulate expression and encourage students to speak with confidence, listen actively, and debate respectfully.
- Diversity and representation – Our curriculum is deliberately inclusive, featuring voices from historically underrepresented communities and texts that reflect the complexity of the world today.
- Cultural and real-world connections – Students are supported to make meaningful links between literature and contemporary issues, developing empathy, global awareness, and a sense of responsibility.

Ultimately, our intent is for every student to leave Oxted School with the analytical tools, expressive skills, and ethical understanding to navigate the world thoughtfully and to find their place and power within it - through words.

PERSON SPECIFICATION

E: essential

D: desirable

Qualifications and Training	
Qualified teacher status	E
Relevant specialist qualifications in your subject	E
Commitment to CPD and improving practice through reflection	E
Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism	E
Experience as a form tutor and / or pastoral work	D
Skills & Abilities	
To be able to teach lessons which consistently meet the Teacher Standards	E
Demonstrable experience of improving student outcomes	E
Experience of carrying out monitoring and evaluation of colleagues	D
Experience of leading CPD opportunities for colleagues	D
To use a variety of strategies to engage students and promote a stimulating learning environment	E
To lead a team, inspiring others and to promote faculty / department procedures	E
To be a confident user of IT as a teaching tool	E
To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives	E
Personal Attributes	
Excellent communication skills with the ability to relate well to students and adults	E
Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress	E
Energy, enthusiasm, determination and an insistence on high standards	E
Be able to work under pressure, prioritise and manage time effectively	E
Safeguarding	
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).	
The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	

APPLICATION PROCESS

Application Process

All applications should be submitted no later than **12pm on Wednesday 23rd September 2026**.

We reserve the right to interview before the closing date, so an early application is advised.

Interviews

Interviews will take place week commencing **28th September 2026**.

Notification & Feedback

Candidates who have been called to interviews will be notified as soon as possible. Please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.



www.oxtedschool.org