



# The Burgate

School & Sixth Form

**Recruitment Pack**

**Head of English**

Registered in England and Wales Register Company Number: 07596997

# Key Information

## Role: Head of English

**Required for: September 2026**

Are you an inspiring English specialist with the vision and drive to lead a thriving secondary English department? We are seeking a Head of English who can spark intellectual curiosity, champion high standards, and cultivate a passion for literature, language and communication across Key Stage 3 – Key Stage 5.

### **Deadline for applications: 09:00 Monday 23 February 2026**

You are strongly encouraged to contact us in advance to learn more about English at The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Associate Headteacher, Ben Clemson.

**Salary: Main/Upper Pay Scale + TLR 1b**

**Contract: Permanent/Full-Time**

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625

Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)

Website: [www.theburgate.com](http://www.theburgate.com)

Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Head of English at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, recent Ofsted report and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Executive Headteacher



## **The Role**

We are looking for a dynamic, ambitious and energetic leader who can motivate and inspire students across all Key Stages, to join our well established English Department.

This is an excellent opportunity for a dedicated English specialist who is ready to take the next step in their career. We are seeking a talented practitioner who can deliver and inspire consistently high quality teaching across the ability range and who is passionate about leading a thriving subject area.

You will be joining a friendly, supportive and forward thinking school community, which was once again judged 'Good with Outstanding features' by Ofsted in November 2024. This role offers the chance to make a meaningful impact on our students' progress and to contribute to the future development of our successful English department.

### **As our new Head of English, you will:**

- Lead with ambition – guiding a skilled team to deliver a rigorous and engaging curriculum across all key stages, ensuring every student is challenged and supported.
- Raise achievement – using data informed strategies, high quality teaching and innovative pedagogy to secure excellent progress and outcomes.
- Inspire a love of English – creating a vibrant culture where students explore diverse texts, develop strong analytical thinking, and grow as confident, articulate communicators.
- Drive departmental excellence – shaping curriculum design, leading professional development, and promoting consistent, evidence based practices.
- Contribute to whole school success – playing a key role in the wider team and modelling professional integrity and enthusiasm.

### **We're looking for someone who is:**

- A dedicated subject expert with strong experience throughout KS3–KS5
- A strategic leader who can motivate, and develop a team
- A reflective practitioner committed to continual improvement
- An inspiring classroom teacher with a passion for English
- Skilled in raising standards and driving positive change

### **In return, we offer:**

- A flexible approach to curriculum design
- A supportive school community with friendly, enthusiastic and caring colleagues
- CPD and career opportunities for staff at every stage of their career
- A collaborative working environment within a strong support network
- Curious and ambitious students who are inspired to collaborate, explore and question
- Laptop for every member of teaching staff
- A school with fantastic grounds on the edge of the New forest
- Electric vehicle charging points
- Cycle to work scheme

If you are excited by the opportunity to lead a forward-thinking English department and make a real Impact on young people's lives, we would love to hear from you.

### **English at The Burgate School and Sixth Form**

As a core subject, English is delivered to all students with eight teaching hours a fortnight. Over the past few years GCSE results in both Language and Literature (AQA) have always been above the national average and in 2025 84% of our students achieved a grade 4 or above in English.

There is a high uptake of English in the sixth form and we currently offer two different A-level courses – English Language (AQA) and English Literature (Pearson EdExcel). We constantly achieve a 100% pass rate at A-level with a very high proportion of our students achieving or exceeding their target grades every year. Experience of teaching up to A-level would therefore be an advantage. A Level results in 2024 were good with 88% gaining A\*-C in English Literature and 86% A\*-C in English Language.

Some members of the English Department also teach in other subject areas such as Drama, Media and Core Skills; therefore the ability to offer a second subject would be desirable, though not essential.

### **Our Facilities**

There are currently nine teachers in the English department and lessons are taught in six adjacent specialist rooms, all of which have projectors and visualisers. Additionally, the department has two specialist classrooms in the sixth form. There are several IT equipped rooms in the Main School and in the Sixth Form which can be booked for class teaching. The school's main systems are SIMS, MintClass, Office 365, all of which are integrated. All teaching staff are given their own laptop to support their role.

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

## **Application Form**

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

## **Don't wait until the deadline nears to submit your application**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## **Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, each interviewee will be required to teach a lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A level outcomes were also outstanding this summer with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A\*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.



## Job Description

### Head of Department—English

**Impact Statement:** secure high-quality teaching and learning within the department and effective use of resources to improve educational outcomes for all students so that each achieves his or her full potential

Level of responsibility: TLR 1b (£12,499)

Line Manager: Associate Headteacher

#### **CORE RESPONSIBILITIES:**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of The Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

#### **KEY RESPONSIBILITIES:**

- Set and maintain high standards for English lessons
- Develop, implement, review and evaluate the English curriculum
- Quality assure to uphold the highest standards of work and conduct of students and staff in the department
- Maintain a high quality learning environment
- Uphold the pastoral care, discipline and behaviour of students to ensure that they feel safe, secure and valued
- Moderate assessment and marking procedures regularly to ensure accuracy and consistency of all teachers in the team
- Monitor and track the progress of all students, identifying underachievers and implementing measures to support them
- Undertake lesson observations and work scrutinies to ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progress for all students
- Inform and advise the Leadership Team on all departmental matters through fortnightly 1:1 meetings

#### **SPECIFIC RESPONSIBILITIES:**

- Use academic data to ensure strong outcomes for students
- Monitor the uptake of students at A Level in both Literature and Language and intervene as required
- Ensure literacy and oracy curriculum provision is accessible for students within the subject
- Lead and direct the 2 i/c and Year 7&8 coordinators to ensure their responsibilities serve the aims of the department
- Develop strong network links with English departments locally to share good practice

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Executive and Associate Headteachers

## Role: Person Specification for Head of English

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
<b>Qualifications &amp; Training</b>	Essential	Desirable
Qualified teacher status	X	
A good degree or equivalent (ideally in English studies)	X	
A commitment to and evidence of professional development	X	
<b>Experience</b>	Essential	Desirable
Excellent knowledge of the English curriculum across KS3-5, including planning and assessment	X	
Commitment to raising achievement of students through high quality teaching, curriculum excellence and effective pedagogical approaches	X	
Experience of teaching across the ability range of all year groups (Year 7 -13)	X	
Ability to track progress to develop student potential	X	
Experience of analysing and presenting data and responding to the findings		X
Skilled in motivating, developing and inspiring colleagues, promoting high performance and a collaborative culture		X
Strong understanding of quality assurance, monitoring processes and performance management		X
Demonstrate and model excellence in the classroom	X	
A record of being able to work collaboratively as part of an effective team	X	
Able to liaise effectively with a range of stakeholders	X	
<b>Personal Skills and Attributes</b>	Essential	Desirable
Excellent presentation and communication skills	X	
Excellent organisational and analytical skills	X	
Ability to prioritise and work under pressure	X	
Ability to motivate and inspire students	X	
Personal enthusiasm, persistence and resilience	X	
High expectations of others and self	X	
Strong record of punctuality and attendance	X	
Ability to work with humour and positivity	X	
Leadership skills to run an effective team	X	
Experience managing budgets and resources		X
Show keen interest and ability to keep abreast of new initiatives	X	
Model and present a positive image of the school	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school including extra-curricular trips and visits	X	
Commitment to equal opportunity	X	