

Appointment of Teacher of English (Maternity cover)

January 2026

Information for Applicants



Welcome

Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school for girls and boys aged 2 to 18 years delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 will see the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



The Role

St Teresa's seeks to appoint an enthusiastic, well-qualified, dynamic, energetic, well-organised and experienced person to teach English in KS3 and KS4. This role is for a fixed term contract for up to one year covering maternity leave. We welcome applications for both full-time and part-time positions.

The English Department

The English department currently consists of six teachers.

Girls study combined English Language and English Literature in Years 7-9. They have four one-hour lessons each week. Every year, girls are introduced to a variety of prose, poetry, drama and media texts which they find challenging and interesting. Emphasis is placed on pupils developing a lively interest in reading, literature and creative writing. Classes are taught in mixed ability groups.

At GCSE we follow the AQA syllabus, and almost all pupils sit both GCSE English Language and GCSE English Literature. Classes continue to be taught, for most of the course, in mixed ability groups across four one-hour lessons. English Literature is a popular A level choice and we usually have two groups; we follow the AQA(A) specification. Each A level group is taught by two teachers across six one-hour lessons.

Many extra-curricular activities are run by the Department, some of which include debating, reading club, master classes, SPaG club and theatre trips. Responsibility for these is shared within the Department.

Main Duties and Responsibilities

- To contribute to the teaching of English throughout the school; to enable students to achieve their goals and reach their potential.
- To assist in the development of appropriate syllabuses, resources and schemes of work.
- Keep records of marks achieved in homework and tests by students you are teaching.
- To attend departmental meetings and work cooperatively within Department teams.
- To be familiar with the aims and objectives of the Department as outlined in the departmental handbook.
- To work closely with colleagues to maximise the success of the Department.
- To take an active role in helping to organise and lead some of the extra-curricular activities offered by the department.
- To play an active role and contribute to the wider school community.

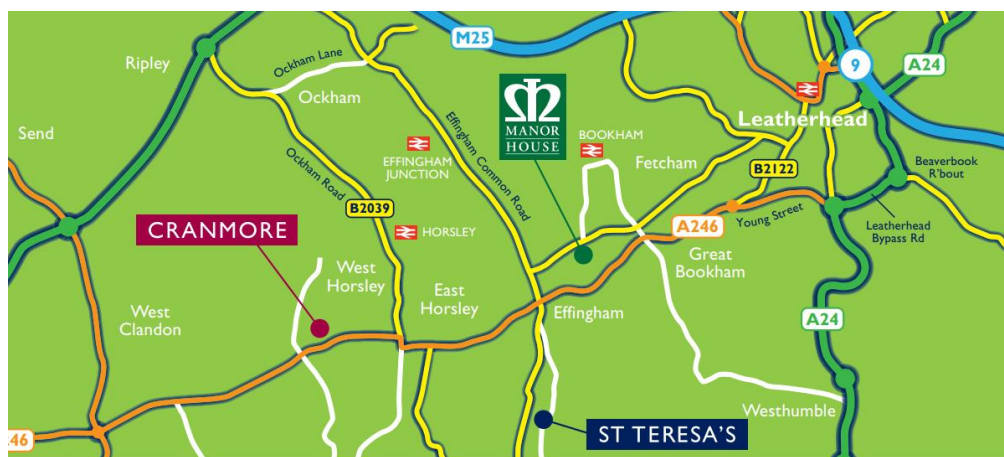
St Teresa's School

St. Teresa's has a school population of 500 including over 60 boarders. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St. Teresa's offers a strong, caring community based on its Catholic traditions but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

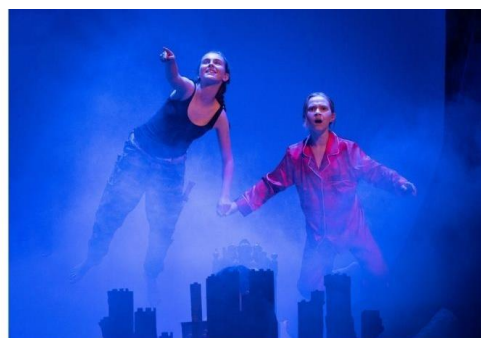


St. Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.



The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

A number of facilities have been provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St. Teresa's enjoy a 25m indoor swimming pool, five netball courts, a multi-sport sports hall and newly revamped astroturf pitch.



Remuneration and Benefits

Our staff enjoy working as part of a strong school community and we reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discounts available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year. This service also included specialist bereavement and terminal illness support.

24-hour GP service

Free online access to GP appointments (video or telephone appointments) can be arranged with private prescriptions, second opinions, fit notes and open referrals available.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application and Selection Process

The Appointment

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to Mr Stuart Field (Acting Head) should accompany the application form.**

The letter should indicate your suitability for the post and your motivation for submitting the application. Further information including examination results and the Independent Schools' Inspection Reports can be found on the Schools' websites www.st-teresas.com.

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	FRIDAY 19 th SEPTEMBER 2025
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Surrey RH5 6ST

St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.

St Teresa's reserves the right to interview at any stage of the selection process.