



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Teacher of English with Drama

Required from September 2024

CONTENTS

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Role
- The English Department
- The Drama Department
- Duties and Responsibilities
- Person Specification
- Method of Application
- Notes



T AVORUM



SPES DURA

Welcome from the Headmaster



I'm delighted that you're interested in this role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', followed by a long horizontal line.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





Job Description

Teacher of English with Drama

Required from September 2024

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The successful candidate will join our thriving English Department, which currently comprises a committed team of seven full time member and one part-time member. The Department has four dedicated classrooms for lessons up to GCSE, and two further teaching spaces in the Castle for Sixth Form lessons. All classrooms have whiteboards, data projectors and Apple TV. The Department also makes substantial use of the Library, the Drama Studio, the Lewis Hall and the Lecture Theatre. Class sizes are approximately twenty up to GCSE, depending on ability level, and between eight and twelve in the Sixth Form.

Our GCSE pupils currently follow IGCSE courses for English Language and English Literature. In the Sixth Form, we offer English Literature (OCR) and English Language (Edexcel).

Standards and results are high, and the successful applicant will be joining an ambitious Department. Our A level results in 2023 were 100% A*-C and 77% A* - B. At GCSE the 7 – 9 rate is about 50%.

The post could suit someone with experience looking for a new challenge, or an ambitious, current PGCE student. There is a competitive salary scale, and the successful applicant would be placed at the appropriate point on this scale, with reference to his/her experience and qualifications. Full-time or part-time hours will be considered.

The English Department

The Department runs a very wide variety of extra-curricular activities. This includes a newly launched Liberal Arts Society 'Enlightenment Society', which meets weekly for talks on all aspects of Literature, Philosophy, History and culture; we host various theatre companies to provide workshops for our pupils and arrange for live-streaming from London theatres in our performance spaces. Theatre trips are a regular occurrence and we run literary trips to London, Birmingham, Milton Keynes, Stratford and Oxford, amongst other destinations. We organise a trip for the whole of the 3rd Form to the Battlefields of France and Belgium, working alongside the History Department. We have a Sixth Form residential trip to New York planned for the spring of 2025, and it is expected that all members will contribute to this extensive programme.

The successful candidate will relish the opportunities of working within a supportive and experienced Department that welcomes new ideas and approaches to the subject. We are looking for a person who can play a key role in ensuring the high academic standards of the Department, and popularity of the subject, by adopting a dynamic approach in the classroom and contributing to new initiatives.

The Drama Department

The Drama Department is based in the Mews area of the school with a drama classroom, studio and office alongside the main theatre where lessons are also taught. The department is known for its energy, creativity, high academic standards and major contribution to the life of the school.

Our GCSE pupils currently follow the Edexcel courses for GCSE and A Level Drama. Exam results are impressive with an annual average of 50% achieving 7-9 at GCSE and 100% A*-A at A Level in 2023.

The Drama department run numerous extra-curricular activities including LAMDA classes, House Drama, clubs for the younger years, and a variety of workshops and sessions during Arts Week. This provision runs alongside the showpieces of the whole school and junior productions, which in recent years have included The Phantom of the Opera and A Christmas Carol for the whole school and Matilda and treasure Island for the junior school, working closely with Art and Music departments. All productions are very well supported by the School, pupils and parents alike. A willingness to support these activities will be required.

Duties and Responsibilities

The main responsibility of a subject teacher is to encourage pupils to learn by making English both interesting and accessible. The subject teacher is responsible to the Head of Department for playing their part in the work of the Department and for the efficient teaching of groups assigned to them. Particular responsibilities include:

1. Planning and teaching lessons in keeping with the Departmental Aims and Objectives, Schemes of Work, External Specifications and Reporting and Assessment Policies, as provided by the Head of Department.

2. Giving due consideration to the needs of individual pupils from the Gifted and Talented to those with Special Educational Needs and thus ensuring that all pupils are working at an appropriate level and pace - including provision for these pupil during internal assessments.
3. Setting homework in accordance with the School/Departmental policy and ensuring that it is completed and marked in a timely manner.
4. Monitoring pupils' progress by regular marking and testing, keeping a record of marks and assessment and making use of baseline data.
5. Being acquainted with the School's approach towards IT and ensuring the effective use of it in the classroom.
6. Contributing to Departmental-related enrichment activities, such as trips, competitions and societies.
7. Providing Parents, House Tutors, Hms (Housemasters/Housemistresses) and Senior Managers with full information regarding the progress of pupils, as required.
8. Promoting sound standards of punctuality, discipline and work within teaching groups, taking appropriate action where necessary.
9. Engaging in personal professional development by attending relevant courses and meetings as agreed with the Head of Department and Deputy Head (Academic).
10. Sharing with Departmental colleagues the administrative tasks necessary to ensure the effective running of the Department, including shared marking of internal and external examinations.
11. Demonstrating a knowledge of relevant legislation and guidance in relation to working with, and the protection of, young people.
12. Displaying commitment to the protection and safeguarding of children and young people.
13. Taking on pastoral responsibilities as a Tutor in due course.

No list of responsibilities can really encompass all that is asked of the Subject Teacher; at the heart of his or her task is an active enthusiasm for the subject, along with energy and commitment – a commitment to helping Kimbolton pupils achieve success at all levels.

All members of staff are expected to play a full role in the life of the School outside the classroom.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ Qualified Teacher status ○ A good University degree in English and/or with Drama. 	<ul style="list-style-type: none"> ○ Post-graduate qualification
Training	<ul style="list-style-type: none"> ○ Willingness to embrace new ideas and methodology ○ Commitment to personal/professional development 	<ul style="list-style-type: none"> ○ Evidence of ongoing professional development
Experience	<ul style="list-style-type: none"> ○ Teaching KS3, KS4, KS5 students ○ High ICT skills 	<ul style="list-style-type: none"> ○ Experience post-16 teaching
Knowledge and Skills	<ul style="list-style-type: none"> ○ Secure knowledge and understanding of concepts and skills in specialist subject ○ Clear understanding of the secondary curriculum and its assessment ○ Ability to employ a range of effective teaching, learning styles and assessment methods ○ Able to contribute to directing and leading productions and ensembles 	<ul style="list-style-type: none"> ○ Ability to use assessment data to inform planning and set targets ○ Strong command of subject area ○ Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning ○ Experience of directing productions
Teaching & Learning	<ul style="list-style-type: none"> ○ Excellent classroom practitioner, with excellent subject knowledge and strong practical skills ○ Ability to raise achievement for all ○ Committed to ensuring excellent standards of behaviour at all times ○ Record of high pupil achievement as result of your teaching ○ Evidence of initiative in improving performance and self-reflection ○ Enthusiastic and passionate for teaching and developing young people to reach their full potential ○ Ability to teach English and/or Drama up to GCSE ○ Motivated, with high expectations to support pupils of all abilities and needs 	<ul style="list-style-type: none"> ○ Proven exam teaching experience and results record (if appropriate)
Skills & Attributes	<ul style="list-style-type: none"> ○ Create a stimulating and safe classroom environment ○ Ability to establish good working relationships and effective teamwork ○ Plan and deliver high quality learning ○ Good communication skills to work effectively as part of a team including staff, students and parents ○ Excellent role model for staff and students ○ Innovative approaches to curriculum delivery which motivate and inspire ○ An engaging and optimistic approach, demonstrating strong organisational skills 	<ul style="list-style-type: none"> ○ Ability to generate ideas and drive initiatives ○ Writing schemes of work ○ Data analysis and pupil tracking ○ Contribution to the department development plan

Personal Qualities	<ul style="list-style-type: none"> ○ High expectations of students and colleagues ○ Enthusiastic and committed ○ A passion for teaching ○ Open mindedness ○ A forward thinking approach ○ Flexible and proactive ○ Excellent interpersonal skills ○ Ability to welcome and respond positively to constructive criticism ○ Ability to be reflective and self-critical ○ Ability to remain calm under pressure ○ Safeguarding and protection ○ Willingness to participate in the extra-curricular activities of the department and School in general ○ Supportive team member, with stamina, a good sense of humour and perspective on life 	<ul style="list-style-type: none"> ○ Potential for further promotion ○ Willingness to take on other roles and responsibilities within the department
---------------------------	--	--

Method of Application

Please email a letter of application, together with the completed Application Form to:

The Headmaster, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at headmaster@kimboltonschool.com

The closing date for applications is: 9.00am Wednesday 24th April 2024
Interviews will be held during week commencing 29th April 2024

We will review applications on receipt. Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies