

ST JAMES

Senior Boys' School

Teacher of English & Media Studies – Part Time 0.9  
APPLICANT INFORMATION PACK



WELCOMING  
open minds  
and open hearts



# THANK YOU FOR YOUR INTEREST *in working with us at St James Senior Boys' School.*

Whether you are applying to join our teaching or support staff, you will discover that St James is a highly distinctive school with a unique ethos that combines both Mindfulness and Philosophy. Working at St James is more than just a job: it is very much a lifestyle choice, but one which allows all members of our community to flourish.

The holistic ethos that addresses the need of head, hand and heart applies equally to both pupils and all staff who work at the school. Just as we encourage the boys in our care to learn and challenge themselves, we expect our staff to embrace a growth mindset in discovering opportunities to grow and extend themselves, for example in embarking on the .B Mindfulness in Schools programme, participating in Staff Yoga or open water swimming in our lake, to name but a few.

Our boys are an absolute delight to teach and to get to know. We believe in the unlimited potential of all human beings, and we provide an environment to help our young men flourish. Our pupils work collaboratively with their teachers to gain insight into both their academic subjects and to themselves. The magic that happens in the classroom at St James is built on strong relationships, and we expect our staff to build excellent relationships with all pupils.

Professional development for all staff is strongly encouraged, with a programme of training offered and the financing of further qualifications. Leadership opportunities arise all the time, so we are looking for staff who are ambitious and thoroughly committed to their professional development.

I hope that you will consider St James for the next step in your career. I look forward to welcoming you to the school so that you can experience the ethos and atmosphere that is uniquely St James.

A handwritten signature in black ink, appearing to read 'Rick Clarke'. The signature is fluid and cursive, written over a white background.

**Rick Clarke**  
Head



# ST JAMES SCHOOLS

*welcomes open minds and open hearts*

Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive school atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

## The School is committed to providing a comprehensive range of non-contractual benefits

**Meal:** Lunch will be provided on your working days in the on-site refectory during School term time.

**Discounts:** All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

**Christmas Closure:** All support staff contracted to work during School holidays will receive paid leave during the Christmas period when all School sites are closed. This is in addition to the annual contractual holiday entitlement.

### **School of Philosophy and Economic Science membership:**

The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

**Life Assurance:** All permanent members of staff are covered by life assurance. It is designed to help your dependants in the unfortunate event of your death while employed by us.



## JOB TITLE

Teacher of English & Media Studies

## LOCATION

Ashford, Surrey

## LINE MANAGER

Head of Faculty

## CONTRACT TYPE

Part Time 0.9



After celebrating the significant milestone of 50 years delivering education in 2025, St James Schools are entering into an exciting phase of development. We invite applications for the role of Psychology Teacher at our Ashford campus. We will be welcoming both boys and girls into Year 7 and Year 12 from September 2027.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is in addition to the roles and responsibilities described in the generic job description for teachers.

## To support the Head in sustaining the essential vision of the School through:

- Sustaining and improving the quality of education offered to pupils by promoting the highest possible standards and an environment which is conducive to excellence;
- Upholding the principles and ethos of the school;
- Encouraging and promoting excellence in spiritual, moral, social and pastoral development by fostering a strong and positive community spirit in line with the principles of the school.
- Commitment to personal and professional development.

## Specific Responsibilities as Teacher of English & Media Studies

St James Senior Boys' School is looking for a qualified, committed and inspiring teacher who is prepared to play a part in the teaching and promotion of English & Media Studies within the school. The candidate will be required to teach English & Media Studies to the Sixth Form. We follow the AQA courses for GCSE English Language & Literature and the OCR specification for A Level English Literature. Media Studies is currently taught at GCSE only and we follow the OCR specification for this subject. In addition to enthusiasm for the subject, the successful candidate will:

- Have the ability to offer imaginative and well-structured lessons across the age and ability range.
- Work co-operatively with colleagues and Head of Faculty to improve outcomes for all students.
- Help evaluate exam outcomes and assist in curriculum planning to ensure alignment with exam board specifications.
- Work with the Curriculum Lead on raising the profile of the subject.
- Develop schemes of work within the framework of the School and the requirements of examination boards, working collaboratively with the Examination Officers' team.
- Ensure lesson schemes and content are relevant, focused on outcomes and up to date.
- Review awarding bodies syllabuses and discuss most appropriate models for the school with Head of Faculty.
- Contribute to the development of engaging departmental resources.
- Stay abreast of developments within the sector to ensure learning is relevant, focused, and accessible.
- Deliver the GCSE Media syllabus.
- Support team members in maintaining discipline & behaviour standards.
- Monitor and record students' progress in accordance with departmental and school policies.
- Devise & implement interventions quickly so that learners do not lose time, confidence & momentum.
- Keep an oversight of the work and progress of pupils, especially those who demonstrate potential or have specific learning needs (SEN, AIM, EAL) in line with policies.



- Attend and contribute to regular faculty and departmental meetings.
- Be keen to develop themselves through INSET and CPD programmes.
- Be active in exploring innovative ways of using iPads through English & Media Studies and in promoting independent learning.
- Make themselves available to assist students outside of lesson time and be willing to contribute to English & Media Studies clinics, UKMT preparation etc.
- Review and analyse own teaching performance, working closely with the other members of the department.
- Get involved in and organise extra-curricular or after school activities.
- Foster strong, professional links with parents.
- Ensure effective teaching, professional vision and knowledge.
- Evaluate Media Studies results in public examinations, working closely with the Head of Faculty to feed back to the Deputy Head.
- Lead as Head of Department of Media Studies across all year groups and all abilities.
- Liaise with the Examinations Officer for Media and ensure exam entries are submitted in line with the Exam Boards.
- Work with the IT Department in assisting with teaching and learning.
- Take part in the school's professional review process.
- You may also be required to undertake such other comparable duties as the Head requires from time to time.



## Person Specification – Teacher of English & Media Studies

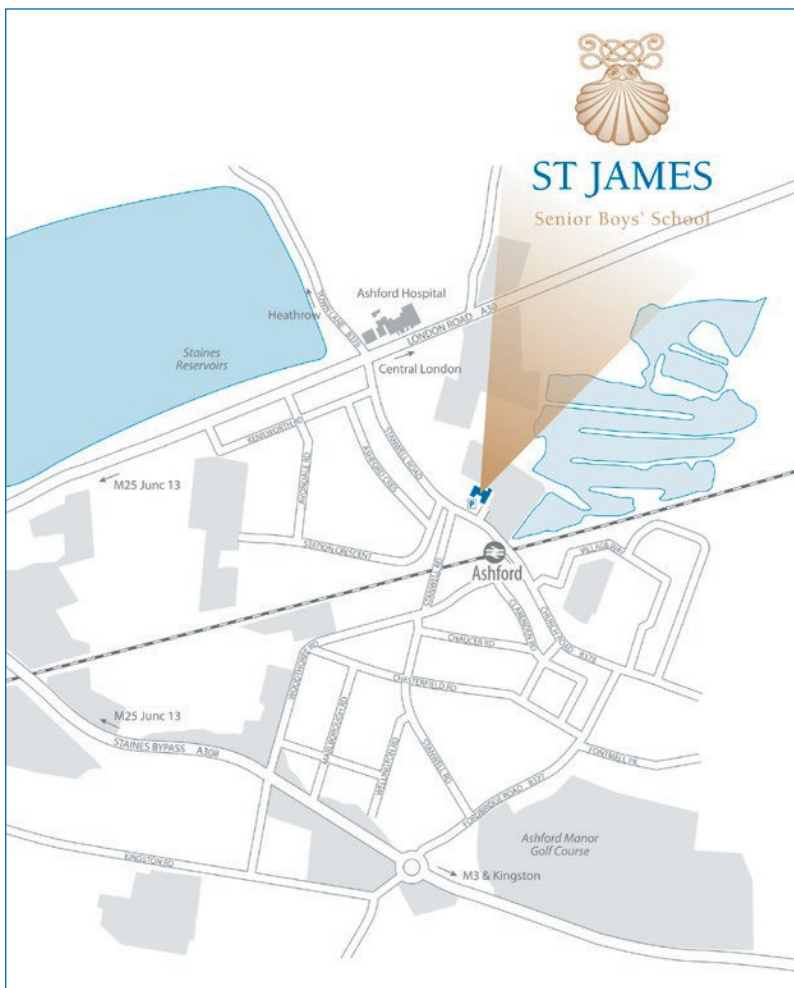
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b> These are qualities without which the applicant could not be appointed	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree in related field</li> <li>• Qualified Teacher Status (QTS), PGCE or equivalent</li> <li>• Any other related qualification e.g. Masters</li> </ul>	Production of the applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent examination results achieved by pupils taught</li> <li>• Positive working relationships with colleagues and parent body</li> <li>• Experience of planning, creating and delivery schemes of work</li> <li>• Experience of leading initiatives and measuring impact</li> <li>• Experience with or willingness to lead extra curricular activities or clubs</li> </ul>	Contents of the Application Form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to teach English up to A Level and Media to GCSE with a possibility to teach A Level to pupils of all abilities</li> <li>• Effective time management</li> <li>• Excellent organisational skills</li> <li>• Ability to motivate young people</li> <li>• Excellent oral and written communication skills to a range of audiences</li> <li>• Ability to make and keep excellent written records</li> <li>• Outstanding interpersonal skills and ability to command the respect of pupils, colleagues and parents</li> <li>• Ability to work with a range of professionals, both within and outside of the school.</li> <li>• Willingness to share expertise, knowledge and skills</li> <li>• Excellent ICT skills, Office 365 products and/or Apple</li> <li>• Good presentation skills with the ability to enthuse and motivate others</li> </ul>	Contents of the Application Form Interview Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Mastery of content of the A Level syllabus</li> <li>• Up to date knowledge of educational developments and evidence based best practice for your subject</li> <li>• Experience of teaching Media Studies GCSE</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Good sense of humour</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Ability to work as part of a team</li> <li>• Dependability and good time-keeping</li> <li>• Ability to take responsibility and show initiative</li> <li>• Loyalty, personal integrity, discretion and an ability to maintain confidentiality</li> <li>• Sensitivity, understanding and experience in responding to the challenges of adolescence</li> <li>• Sound judgement in dealing with parents, teachers and pupils</li> <li>• Ability to deal with challenging issues with clarity of purpose and diplomacy</li> <li>• Approachable and empathetic</li> <li>• Commitment to the ethos of the School, including it's pastoral and co-curricular programme</li> </ul>	Contents of the Application Form Interview Professional references



## HOW TO APPLY

St James Schools does not accept curriculum vitae, so please submit your online application form by clicking **Quick Apply on the TES** or email the completed St James Schools application form to [lcanderton@stjamesboys.co.uk](mailto:lcanderton@stjamesboys.co.uk)



## Closing date

Wednesday 25<sup>th</sup> March 2026 at 12.00pm

## Location

Ashford, Surrey

## Interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

## Transport links

### by bus:

- Bus 216: Kingston – Staines
- Bus 555: Hershaw – Heathrow
- Bus 203: Hounslow – Staines via Ashford

### by car:

Ashford can be reached from the M25 (junction 13), the M3 (junction 1) and the M4 (junction 3). We have plenty of parking on site.

### by train:

The service is quick and efficient, to and from London and surrounding areas. Ashford station is only a 3-5 minute walk from the school. To check local travel times, enter your journey into the National Rail Enquiries Journey Planner.

