



St Edward's

CHELTENHAM

NURTURE

INSPIRE

SUCCEED

St Edward's School is an exceptional independent school for children aged 11 to 18 years old in Cheltenham.

With an individualised approach to learning, strong academic results, outstanding facilities, and a wide and varied extra-curricular programme. Our school delivers a perfectly balanced education, tailored to every child.



Learning

Excellent teaching and pastoral care in our nurturing and encouraging environment allows our pupils to flourish.



Exploring

Our small class sizes mean that our teachers really know pupils as individuals and can provide tailored support to maximise achievement.



Discovering

Our school motto means to strive for the best and that is exactly what we want for all our students. Quantum Potes Aude.



Mission Statement:

St Edward's provides a nurturing and intellectually-stimulating environment where children are supported to grow in confidence, character, and ambition. Rooted in Christian values and close partnerships with families, we offer a personalised education, creating space for every learner to flourish. Through compassion, integrity, and a commitment to excellence, we help young people become the best version of themselves — prepared for a successful and meaningful future.

St Edward's



CHELTENHAM



Message from the Head

Mrs Anna Sandford-Squires



I am delighted that you are considering a role here at St Edward's. I hope that you find the information in this pack both helpful and inspiring, and we would be very pleased to receive your application.

St Edward's sits within a peaceful 20-acre green campus, yet is only a short stroll from the heart of Cheltenham. It is a truly enviable setting in which to live and work. Cheltenham offers all the vibrancy of a Regency town: excellent restaurants, independent shops, lively cafés and a calendar of cultural festivals, while the rolling landscapes of the Cotswolds are just minutes away. It is a place where you can enjoy both the energy of a thriving town and the calm of the countryside whenever you choose. Having moved to Cheltenham with my own family, I can say with confidence that this is a community in which people settle quickly and feel genuinely welcomed.

Large enough to provide a vibrant range of opportunities, yet small enough to nurture every individual, St Edward's truly is a gem of a school. Proud of our heritage and tradition, and ambitious in our vision, we are a thriving co-educational, non-selective community in which every student is known, valued and supported. We firmly believe that all children are capable of extraordinary things, and our dedicated staff work hard to create a warm, encouraging environment where gifts and talents can be explored, discovered and refined. At the same time, the structure and high expectations within our classrooms ensure that students regularly exceed their potential — our academic results consistently show pupils surpassing their baseline grades.



Our community is at the heart of everything we do. Renowned for its warmth and family feel, St Edward's has a huge heart and a strong sense of shared purpose. We are by no means a "hot house": our children excel because they are happy, confident and comfortable being themselves. They thrive on the wealth of opportunities available to them — drama, music, sport, CCF, extensive co-curricular clubs, local and international trips, adventures and real-life experiences that enrich their learning and deepen their character.

As a member of staff, you will quickly experience the warmth and collegiality that define St Edward's. Although we are a busy and ambitious school, we operate as a close-knit community that invests in its people. You can expect support from the outset, a welcoming Common Room, excellent facilities, and a genuine commitment to your professional growth.

Thank you once again for your interest in joining us. We look forward to the possibility of welcoming you into our community.

Why Join Us?

- Small class sizes
- Reduced Timetable
- Entry into Smart Pension scheme
- Life assurance (3 × annual salary)
 - Free lunch during term time
- School fee remission in any Alpha school



Head of English

We are seeking an inspirational and dedicated **Head of English Faculty** to join our thriving school, delivering high-quality teaching and learning for pupils aged 11–18.

The successful candidate will be a passionate advocate for English education, committed to sparking curiosity, fostering academic achievement, and nurturing a love of learning in our students.

This is a full time, permanent post, to commence 1st April 2026



Purpose of the Role

To be an inspirational and experienced educator to lead our English Faculty, providing strategic direction, fostering a culture of excellence, and ensuring high-quality teaching and learning for pupils aged 11–18. The successful candidate will be a passionate advocate for English education, committed to nurturing curiosity, innovation, and academic achievement among our students.

Main Responsibilities

Leadership and Management:

- Provide visionary leadership for the English Faculty, aligning departmental goals with the school's mission and values.
- Lead and manage a team of teachers across English and the Library, fostering a culture of collaboration and professional growth.
- Oversee curriculum planning, development, and implementation across Key Stages 3, 4, and 5, ensuring high standards and alignment with national frameworks.
- Monitor and evaluate teaching, learning, and student outcomes, implementing strategies for continuous improvement.
- Manage departmental budgets, resources, and facilities, ensuring efficient and effective use of funds and equipment.

Teaching and Learning:

- Deliver outstanding teaching and model best practices, setting a benchmark for excellence within the department.
- Promote innovative and inclusive teaching strategies that engage and challenge all students, catering to diverse needs and abilities.
- Ensure the consistent use of data to inform teaching, track progress, and implement effective interventions.
- Drive the integration of Literacy initiatives and extracurricular activities to enhance student engagement.

Professional Development:

- Support the professional growth of faculty members through mentoring, coaching, and identifying CPD opportunities.
- Lead departmental meetings, training sessions, and performance reviews, promoting a culture of reflection and improvement.

Collaboration and Communication:

- Act as the key point of contact for English within the school, liaising with senior leadership, governors, parents, and external stakeholders.
- Collaborate with other Heads of Faculty to contribute to whole-school initiatives and cross-curricular projects.
- Represent the English Faculty in school-wide events, parent evenings, and external partnerships.

Monitoring, Assessment & Accountability

- To be immediately responsible for the processes of identification,
- assessment, recording and reporting for the pupils in their charge.
- To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.

- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Professional Standards

- To be a role model to pupils through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To cover for absent colleagues as is reasonable, fair and equitable.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.

Person Specification

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none">● QTS● A degree in English, or related field)	Master's degree or doctorate in relevant subject.	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none">● Proven track record of outstanding teaching and leadership experience, ideally within an English department.● Experience with curriculum development, particularly at Key Stages 4 and 5, and familiarity with examination specifications.	<ul style="list-style-type: none">● Experience teaching within an integrated curriculum● Experience teaching students with Special Educational Needs	<ul style="list-style-type: none">● Application Form.● Interview.● Professional references.
Skills:	<ul style="list-style-type: none">● Strong leadership, organisational, and interpersonal skills with the ability to inspire and motivate staff and students.● A deep passion for English education and a commitment to fostering a love of learning among pupils.● Excellent communication skills, both written and verbal, with the ability to engage diverse audiences.● Proficiency in using data to drive improvement and support decision-making.● Resilience, adaptability, and a commitment to maintaining the highest professional standards.	<p>Ability to lead and/or facilitate in-house training</p> <ul style="list-style-type: none">● Ability to design and deliver papers and workshops at external conferences	<ul style="list-style-type: none">● Application Form.● Interview.● Professional references

Knowledge:	<ul style="list-style-type: none"> ● Understanding of other cultures and understanding of equal opportunities, and the impact that School policy has on a class of students ● Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required 		<ul style="list-style-type: none"> ● Contents of the Application Form ● Interview ● Professional references
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Application process

To apply, please forward a completed application form, together with covering letter, electronically, to: **hr@stedwards.co.uk**

Closing date for applications is: **10am on Monday, 1st December 2025**

St Edward's is committed to safeguarding and promoting the welfare of children and young adults, and expects all staff and volunteers to share this commitment.