

Candidate Information Pack

Teacher of English (Full Time, Part Time Considered) Fixed term contract - January 2027



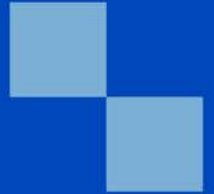
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Welcome From The Principal



Greetings and warm regards,

Ewell Castle School is an award winning happy and successful co-educational independent HMC (The Heads' Conference) day school on the Surrey/London borders near Epsom, easily accessible by public transport. We are a mixed-ability through school that offers children aged 4 to 18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme. Our Sixth Formers go on to Russell Group universities, degree apprenticeships and colleges in the USA to study medicine, law, veterinary science, maths, engineering, computing, business, economics and a host of other courses. We care about the holistic needs of the individual child, and this is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

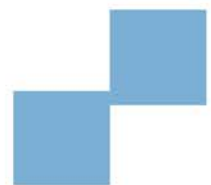
As a private school nestled in a historical conservation area, Ewell Castle oozes charm and character in a green and beautiful enclave. There is widespread affection for the School's family ethos and we are utterly loyal to our girls and boys, dedicated to inspiring their best performance achievement, whether in: academic success, sporting excellence or exceptional performing arts. The School's reputation for an ambitious, forward-thinking and progressive education for each pupil is well founded, as is our enviable reputation for pastoral care, creating a rounded and grounded experience for all.

Warm regards,

Silas Edmonds MA, NPQH, FRSA
Principal



School History



Established in 1926 by Proprietor and Principal, Herbert Rosslyn Budgell on the Castle site, the main building is housed in a castellated mansion which was built in 1814 in the Gothic revival style by Henry Kitchen. Originally a boys school, the Chessington Lodge site was acquired in 1953 and became Ewell Castle Junior School. In the 1980s Glyn House (the former parsonage on Church Street) was acquired as the site for the new co-ed Junior School for pupils in Years 3-6.

During the 2010s, the Junior School rebranded as Ewell Castle Prep School, the Sixth Form became co-ed in 2013 and the Senior School became co-ed in 2015 .

In September 2022 a new Sixth Form and administrative hub opened on Ewell Village High Street, increasing the number of classrooms available to an ever expanding Sixth Form in addition to Sixth Form classes at Chessington Lodge and at the Castle.

September 2024 saw the completion of the transfer of EYFS (Early Years Foundation Stage - Nursery to Year 2) from Chessington Lodge up to a single consolidated site at Glyn House on Church Street.

The School is now spread across four sites within the heart of the Ewell Village conservation area.



School Profile

A member of HMC (The Heads' Conference), The Society of Heads and IAPS, Ewell Castle is a mixed-ability through school that offers children 4-18 the benefits of a family-friendly atmosphere whilst maintaining a stimulating and rigorous academic programme and delivering excellent learning support and pastoral care.

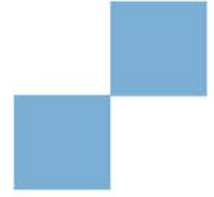
Proud of its reputation for outstanding pastoral care and specialist learning support provision, it cares about the holistic needs of the individual child. This is facilitated by small class sizes, a personalised and high-performance approach as well as an absolute commitment to wellbeing.

Somewhat of a 'hidden gem', nestled in a historical conservation area, Ewell Castle is a medium sized independent school that oozes charm and character in a green and beautiful enclave.

The school is committed to academic high performance, building resilience, equity, diversity and inclusion as well as empowering its girls and promoting positive masculinity. Ewell Castle School delivers a progressive 21st century education by providing a forward-thinking, inclusive, accessible and contemporary mixed ability co-educational independent education.

'Ewell Castle is an unpretentious school that taps into the best in children. It's academically rigorous, without being hothousey.' Muddy Stilettos

Vision, Mission Ethos And Values



Vision

Our vision is to:

- INSPIRE
- ENGAGE
- EXCEL

To deliver a progressive 21st century education.

Mission



We will inspire our pupils to thrive, engaging them to excel in a creative and academic environment. We will instil a growth mind-set to develop; confidence, contentment and emotional intelligence.

Ethos



We are a vibrant learning community, inspiring every child to thrive:

- Discovering strengths
- Deepening intellectual curiosity
- Cultivating wellbeing

Values



We live by our Shared Values:

- Personal Integrity
- Mutual Respect
- Social Responsibility
- Lifelong Resilience

Job Description

Teacher of English



Academic Responsibilities:

- Teaching as directed by the Head of Department
- To contribute to the well being of relevant departments/area of school in which the teacher operates, participating in the development of appropriate syllabi, materials and schemes of work.
- To support departmental meetings as directed by Head of Department.

Additional Subject Responsibilities:

- To supervise the use and care of any room allocated to the teacher
- To supervise the use and care of any teaching materials and equipment for which given responsibility by the Head of Department.
- To participate in in-service training as deemed appropriate for professional development

Supervision/ Pastoral Responsibilities:

- To undertake such duties as deemed necessary by the Head of the Senior School. These might include: Form Tutor House Tutor Staff supervisory roles
- To promote and safeguard the welfare of children and young people for who you are responsible and with whom you come into contact

Co-Curricular Responsibilities:

- To make a regular and valued contribution to the co-curricular life of the school.

Job Description

Teacher of English



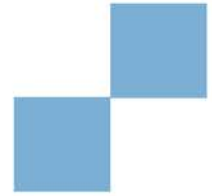
General/Other:

- To always adhere to Safeguarding and Child Protection regulations, and training.
- To undertake appropriate professional development, including membership of appropriate professional associations and networking groups.
- To engage in the School's procedures regarding appraisal.
- To be aware and adhere at all times to the School code of conduct and confidentiality.
- To undertake such other responsibilities as may be reasonable and required from time to time within the overall scope of the post.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.



Person Specification Teacher of English



Qualifications

Essential

- University Degree or higher academic qualification within English.
- Qualified Teacher Status
- Minimum 5 GCSE passes grade A*-C (equivalent) including English and Maths.

Desireable

- Relevant higher qualifications in English

Experience

Essential

- Evidence that the candidate has supported all students effectively
- Experience of teaching students or young people (KS3-KS4)
- Experience inspiring students to excel in English

Desireable

- Experience of teaching/tutoring A Level
- Experience of teaching Drama
- Experience teaching pupils with additional learning needs

Knowledge & Skills

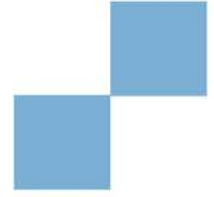
Essential

- Be able to inspire and motivate very able students as well as those of more modest potential.
- Be able to teach English to Year 7-11.
- Be an effective and confident communicator, having a good command of English, both spoken and written.
- Ability to work as a team and on one's own.
- Ability to use current Windows based packages including Word, Excel, Outlook and PowerPoint, software .

Desireable

- Ability/willingness to teach Key Stage 5.
- Ability/willingness to teach Drama.

Person Specification Teacher of English

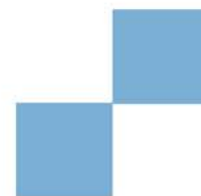


Personal Qualities

Essential

- Be committed to the co-curricular life of the school.
- A commitment to safeguarding and promoting the welfare of children.
- To display the highest levels of integrity and complete trustworthiness and discretion.
- Be a problem solver, and to be able to reflect upon one's own practice.
- Be highly organised with the ability to prioritise and work to tight deadlines whilst retaining a professional composure.
- Have an excellent punctuality and attendance record.
- Be of smart professional appearance.
- Flexible, versatile, and self-motivated.
- Confident and authoritative.
- To strive for the high-quality learning for all students.
- To have energy, enthusiasm, flexibility, and determination to succeed.
- To have a strong commitment to the school's ethos and values
- Have the ability to be reflective and improve your practice
- Be a resilient role model to pupils and students
- To have a strong commitment to your own Continuous Professional Development.
- To have an innovative and competent use of ICT in and out of the classroom including the use of our virtual learning platform.
- An awareness of the importance of confidentiality and data protection.

Role Further Details



Ewell Castle is a thriving, independent school located in leafy Ewell Village. Our core values of mutual respect, lifelong resilience, personal integrity and social responsibility are at the heart of all we do. The school is coeducational from Reception to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning.

The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

We are seeking to appoint a suitably experienced and enthusiastic full-time teacher with a English specialism to join a highly successful and established department and teach across all Key Stages. Ideal applicants would have an ability to teach A-Level the ability to teach another subject would be a significant advantage.

The English department currently consists of 8 members of teaching staff. The department enjoys the use of four designated teaching rooms with interactive whiteboard facilities as well as regular use of ICT suites around the school.

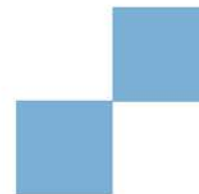
English is taught as a core subject at KS3 and KS4 where students are arranged in sets according to ability. Co curricular provision is also a key component of the Ewell Castle experience for pupils and all colleagues are required to take an active role.

The starting salary for this position will be according to the Ewell Castle Pay Scales (M1 £34,000-M6 £49,722) and will reflect the experience and qualifications of the successful candidate.

All new employees follow a structured induction programme, thereafter are engaged in the school Review process. Ewell Castle School offers the statutory induction process for ECTs which is managed by the Independent Schools Teacher Induction Panel (ISTip) and approved by the DfE. The school has a proven and successful record of working with teacher training institutions.

Why Join Us?

Staff Benefits



01

Fee Discount

Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)



02

Lunches, Drinks & Cycle to Work

Lunches are provided during term time free of charge and complimentary hot drinks are available throughout the day. We also offer a cycle to work scheme.



03

Pension Scheme

The School offers a generous contributory pension scheme.



04

Interest Free Loans

Interest free loans are available for the purchase of computers through the School.



05

CPD Opportunities

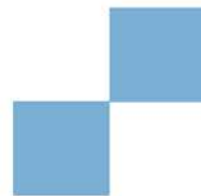
CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk

Ewell Castle 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, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's Equal Opportunities' policy and monitoring procedure.

Application And Selection Process



How To Apply

- 01** Complete and submit the online application form, providing personal information, contact details, and professional history.
- 02** Include a letter stating your suitability for the post, including examples of your experience as required in the person specification
- 03** We will contact you shortly after the closing date if not sooner to advise whether your application has been shortlisted for interview.

Selection Process



Step 1
Application
Evaluation

■ We will evaluate relevant applications against the requirements of each particular role.



Step 2
Interview

■ Shortlisted candidates will be invited for interview and are required to bring with them original certificates and documents as requested by the HR Department.



Step 3
Interview
Assesments

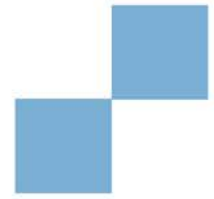
■ Shortlisted candidates will also be asked to complete a number of assessments, appropriate to the role they are applying for.



Step 4
Selection and
Outcome
Notification

■ Interviewed applicants will be contacted and notified of the outcome of their application.

Staff Testimonials



School Administrator

'I joined Ewell Castle in September as part time Reception Administrator. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I then transferred to the Principal's Office, which enables me to support the School in a different way, with opportunities to develop and grow. The camaraderie among the staff is great and the School is always a hive of activity. '



Teacher

Flexible working benefits many staff at Ewell Castle, Teachers and Operational Staff.

Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and better mental health.

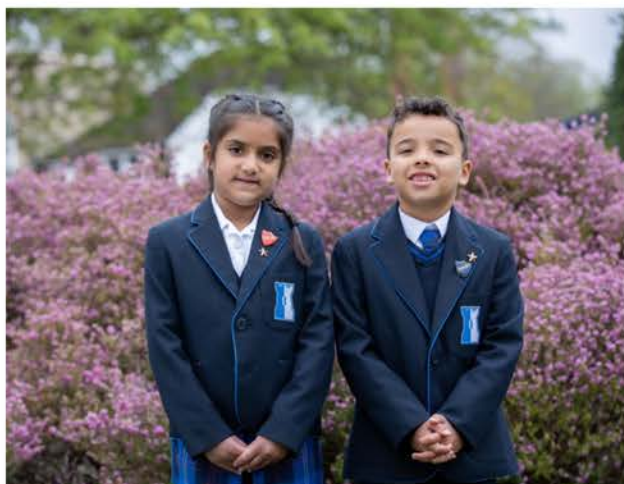


Assistant Head

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally aware school community

One School

Four Sites Within the ❤️ of Ewell Village



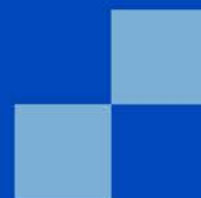
Located within the ❤️ of Ewell Village

- The Castle (Senior School & Sixth Form)
- Fizalan House (Sixth Form)
- Glyn House (Prep School)
- Chessington Lodge (Sixth Form)

- High-standard classrooms and learning spaces equipped with state-of-the-art technology.
- Well-equipped science laboratories for experiments and research.
- Computer labs with high-speed internet access and the latest software.
- Art studio and Design Technology workshop for visual and performing arts activities.
- Music Pavilion with recording studio and individual music teaching and learning pods
- Sports fields, 3 floodlit clay tennis courts, and sports hall.
- Music rooms with musical instruments and recording equipment.
- Prep School has large playing field, playground with netball courts and outdoor games.
- Onsite Forest School at the Prep School.
- Dining hall and Sixth Form Cafeteria.



EWELL CASTLE
SCHOOL



Where children thrive within a
progressive 21st century
education

Independent Co-Educational Day School 4-18 years

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