



(HMC & IAPS, CSA, Coeducational, Boarding & Day)  
(Church of England Foundation)

# **Appointment of TEMPORARY PART-TIME ASSISTANT TEACHER OF EAL (Maternity Leave Cover)**

(April 2012)

## **THE SCHOOL**

St Edmund's School is a co-educational day and boarding school which has c. 500 pupils from the ages of 3 to 18. The School is officially designated by the DCSF as "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Until August 1996, the School was owned and governed by the Clergy Orphan Corporation and was originally founded to educate the sons of deceased clergymen of the Church of England and the Church in Wales. The School still maintains this role to a small extent. Furthermore, the Archbishop of Canterbury is Patron of the School; he conducts the Choristers' Confirmation every second year and, occasionally, the main School Confirmation. He maintains a strong interest in the School and has been Guest of Honour at Speech Day as well as visiting the School more informally. Since September 1996, the School has been completely independent. Its assets, including its properties and trust funds, are owned by an independent charitable company, limited by guarantee. The directors of this company are the School Governors.

The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories, sports hall etc. The School prides itself on its friendly, family environment where every pupil is known and valued.

Although the majority of children are day pupils, over one quarter of the Senior School's pupils are boarders, from a wide range of backgrounds. The School operates a five-and-a-half-day teaching week: Saturday mornings are part of the normal teaching structure.

The School adjoins the University of Kent and is able to make use of many of the University's facilities: the library, the Gulbenkian theatre, the public lectures, and the AstroTurf pitch, amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the School's website: [www.stedmunds.org.uk](http://www.stedmunds.org.uk)

## THE DEPARTMENT

The successful candidate will be covering for the part-time Assistant Teacher in the department. This is a maternity leave cover position (0.9 FTE approximately) and involves working mainly with pupils in the 13 to 18 age range. The post will involve both one-to-one and small group teaching.

## THE APPOINTMENT

The following qualities are deemed essential in the successful candidate:

- Approved TEFL qualification: Cambridge CELTA or Trinity TESOL Certificate and/or Diploma, or PGCE with specialism in TEFL
- Experience of preparing pupils for IGCSE and IELTS examinations
- Ability to manage teaching of English both on a one-to-one basis and in a class context
- Ability to differentiate work across a mixed range of ability within classes
- Ability to create and adapt materials and activities for a range of abilities and levels

The desirable qualities of the successful applicant include:

- Experience of working with Asian students' understanding and knowledge of their L1/L2 interference issues
- Experience of delivering EAL in a formal school context
- Sympathetic and understanding approach, together with a sense of humour

## CONDITIONS OF SERVICE

All members of staff are expected to contribute to the wider life of the School community by being personal tutors to some 8 to 10 pupils, and attending House meetings and Chapel. All full-time members of staff contribute to the games and/or activities programmes. It is not a formal requirement for part-time staff to be involved, but a willingness to contribute to extra-curricular activities (and especially to sport) would be welcomed.

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo enhanced child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Personal information provided by candidates will be kept on a secure file in the School and will not be released to third parties outside the School without the permission of the person concerned, except where there is a legal requirement so to do.

The salary will be commensurate with age and experience and will be paid on the St Edmund's Scale. Part-time members of staff whose children attend the School are eligible for a pro-rata discount on the day fee (currently a maximum of 75% FTE - a minimum of 60% plus a possible additional 15% which is means-tested).

Applicants should complete the teaching staff application form and send this with their curriculum vitae, together with the names, addresses and telephone numbers of at least two referees, and covering letter outlining their suitability for the post to the Head:

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