



Lingfield COLLEGE

Nursery | Prep | Senior | Sixth Form



Lingfield College Recruitment Pack

Deputy Head of English - April or September 2025

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results.

Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 0–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links.

The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



What is it like to work here?



Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Mediacash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

— “ —

I started working at Lingfield College as Head of MFL and Head of French in September 2021. Staff were very supportive and made me feel welcome straight away. I am really enjoying working here as the school offers many professional opportunities, students are eager to learn and respectful and colleagues are most helpful."

— ” —

Christelle Fournès, Head of MFL

Job Description

The Role :	Deputy Head of English
Reporting to :	Head of English
Salary :	Based on the Lingfield Teacher's Main Pay Scale
Start date :	April or September 2025

The Job Role

At Lingfield College we have an exciting teaching opportunity for a talented, experienced and highly qualified teacher to join the English Department for the next step in their career.

The successful candidate will show the potential to be an outstanding classroom practitioner, have the ability to instil a passion for their subject and play a full and active role in all aspects of school life at Lingfield. You will be able to teach English (either Literature or Language) across GCSE and A Level, as well as be a motivated and self-reflective professional who is capable of working independently and as part of a team.



Key Responsibilities

To be responsible for leading Key Stage 3, Literature and Language and deputising for the Head of English as required. Duties for this position include (but not limited to):

- Maintain and update KS3 Schemes of Work and ensure required lesson materials are made available to teachers on a half-termly basis.
- Ensure Firefly and other KS3 online content is updated and current.
- Carry out stock check for KS3 resources, keeping records of books signed in and out.
- Write and moderate KS3 assessments and exams.
- Ensure KS3 mark books are maintained according to departmental and whole school policies.
- Act as the main departmental point of contact for liaison with the Prep School.
- Assist with trips and events for KS3 English.
- Assist with assemblies and school events such as World Book Day.
- Attend meetings of the Literacy Committee and support the planning and delivery of associated activities and events, such as D.E.A.R. week.
- Deputise for the Head of English when required.
- Carry out marking checks for KS3.
- Create Department Anthology and manage creative writing competitions.
- Co-ordinate enrichment opportunities (trips and visits etc).

Teaching Responsibilities:

- Plan, prepare and deliver lessons in accordance with department schemes of work in both practical and academic contexts.
- Assess, record and report student progress in line with school policy and procedures.
- Attend Parents' Evenings and Open Days and other school events.
- Communicate with parents as necessary.
- Prepare students for Public Examinations.
- Contribute to the work of the Department including maintaining displays, developing resources and other duties as required.
- Act as a Form Tutor.
- Attend staff briefing, department meetings and assemblies.
- Perform supervision duties.
- Implement the School's policies on sanctions and rewards.
- Establish and maintain effective working relationships with parents and colleagues.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Plan and deliver subject related trips to enhance academic studies.
- Take responsibility for personal professional development.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Skills and Qualifications

- Graduate and/or qualified teacher.
- Excellent teaching skills.
- An outstanding classroom practitioner.
- Commitment to the highest standard of achievement for all students.
- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Strong organisational skills.
- Good time management and ability to meet deadlines.
- Awareness of current educational research and developments.
- Commitment to become involved in the extracurricular activities of the School.

Personal Qualities

- Creativity to develop new initiatives.
- Ability to lead a team.
- Ability to be discreet and maintain confidentiality at all times.
- Ability to remain calm and work under pressure.
- Commitment, loyalty and enthusiasm for the role.
- Confident, positive and flexible attitude.
- Commitment to undertake the professional duties of a teacher as laid out in the School Teachers' Pay and Conditions document (STPCD).
- Ability to create a positive and productive learning environment.
- Ability to work well in times of change within the team.
- Ability to work flexibly and cooperatively and to encourage others.
- Supportive of other teachers within the Department.
- Uphold School aims.

The Process

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00 am on Friday 24th January 2025.
Interviews are planned for week commencing 27th January 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.