

Cokethorpe SCHOOL

Candidate Information Pack

Teacher of English *(Maternity Cover)*

Deadline for applications:
Midday on Monday 7 December

From the Head



Thank you for your interest in working at Cokethorpe.

Entering the School, the historic buildings set in extensive, tranquil grounds give the impression of a school steeped in tradition, of ancient chapels, converted stables, cobbled squares, and endless curiosities. Open the front door and you will discover something rather more.

Cokethorpe is a dynamic school. We are driven by a shared commitment: to inspire and guide young people to discover their passions, to pursue excellence and to learn from mistakes. Learning and teaching at Cokethorpe is rigorous and research-informed; our classrooms are energised spaces where ideas bounce.

Our grounds are much more to us than a backdrop; the landscape teems with purposeful activity, whether that be enhancing classroom learning or engaging in our extensive co-curricular programme.

And at the heart of everything is community. This is as true for staff as it is for pupils and parents. Our Common Room is an encouraging environment, where staff share ideas and best practice derived from lived experience, and where colleagues are actively supported to grow their careers and craft to the benefit of all.

I look forward to your application.

Dr Sarah Squire
Head, Cokethorpe School

About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school for boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a research-informed approach to learning and teaching, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their own learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions, as well as pursuing Degree Apprenticeships with some of the most distinguished companies in the UK. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

The School has a strong co-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.

There is a strong focus on teacher development at Cokethorpe School, and applications are welcome from Early Career Teachers and those seeking School-based training.





About our Department

The English Department at Cokethorpe is a close-knit and highly collaborative team, united by a commitment to inspire students through a love of language and literature. Colleagues enjoy working in a supportive environment where professional expertise is valued, ideas are shared openly and curriculum development is a genuinely collective endeavour.

A strong emphasis is placed on fostering a lifelong enjoyment of reading. Lessons are regularly taught in the School's welcoming and well-stocked library, while the STAR Reader programme is used to support pupils' reading development and monitor progress.

The department works collaboratively to design an ambitious and engaging curriculum that challenges pupils to think deeply, read widely and respond thoughtfully to the texts they encounter. While united by shared aims and carefully planned resources, teachers are encouraged to bring their own interests, expertise and creativity to the classroom. The heart of the department's approach is a belief in the importance of personal response, high-quality classroom talk and creativity. Oracy is an important aspect of classroom practice, with discussion, debate and presentation regularly embedded within lessons.

At Lower School, pupils study a broad range of texts and genres which provide opportunities to write for a range of audiences and purpose through texts as diverse as Shakespeare, poetry, non fiction and contemporary literature. In the Second Form, for example, the Shakespeare text studied changes annually, informed by the performance programme of the Royal Shakespeare Company in Stratford-upon-Avon and offering all pupils the opportunity to experience live theatre.

At GCSE, all pupils study both English Language and English Literature. The department follows the Edexcel IGCSE specification, with pupils completing coursework as part of their English Language qualification. At A Level, both English Literature and English Language and Literature are offered. The department is committed to maintaining strong uptake at Sixth Form level and takes pride in encouraging pupils to continue their study of English beyond GCSE, despite the national decline in uptake of English-related subjects.

The department offers the opportunity to work with enthusiastic pupils, contribute meaningfully to curriculum development and be part of a collegial team that is passionate about its subject and committed to excellence in teaching and learning in a thriving, research informed School community. Teachers are supported to develop their own areas of expertise while contributing to a shared vision for outstanding English education.

Person Specification

We are seeking an outstanding and experienced teacher of Economics with a passion for teaching and the ability to inspire pupils in their learning. It would be expected that the successful candidate would teach to A Level.

We offer an excellent working environment and relevant opportunities for professional development and training.

Requirements:

- A degree in English or a related discipline, with excellent subject knowledge
- Strong interpersonal and communication skills with pupils, parents and staff
- A commitment to giving regular and effective verbal and written feedback to pupils in order to facilitate their development as learners
- A willingness to share ideas, experience and resources
- High standards of written and oral communication
- Good ICT skills and a willingness to continually improve them
- Ability to work to deadlines
- A commitment to high standards, including working with the department to continually evaluate and improve teaching and learning
- A commitment to valuing and respecting the views and needs of children and young people
- Willingness to contribute to the wider school life including the sports programme, co-curricular commitments, the activities programme and the tutoring and House system.
- Attend school functions, including parents evenings and all Open Mornings
- Undertake such duties and tasks which may be reasonably assigned by the Head of Department and academic team.





Additional Requirements

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British values
- Comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for their Health and Safety and for others affected by their works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out
- Duty of confidentiality towards the School. To acknowledge that, in the course of employment, you will have access to Confidential Information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any Confidential Information relating to or belonging to the School.

Teaching at Cokethorpe

There is no fixed definition of what a 'Cokethorpe Teacher' will look like. Indeed, we believe that diversity within the Common Room is a huge benefit. However, there are basic values that we expect all colleagues to share:

- The child comes first; what we do as a school must be focused on what is most beneficial to the learning and development of the children in our care
- High standards and expectations; we want our pupils to be the best they can be, and do not settle for less
- A focus on development; we want our teachers to be reflective and self-aware, willing to hone their craft and become better
- Collaboration; the Common Room functions best when teachers communicate with one another and support one another.

We are committed to being an organisation that inspires individuals of all backgrounds and prior experiences to provide educational and professional opportunity for all. Cokethorpe does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age or disability. Applications are welcome from all sections of the community.

Applications are welcome from candidates at all stages in their careers, with a full induction programme.





A teacher at Cokethorpe School can expect:

- Small class sizes – typically between sixteen to eighteen, dropping to eight to twelve for Sixth Form
- Engaged pupils
- Well-resourced departments
- Excellent, integrated IT provision – all classrooms are equipped with screens and docking stations for Surface Pro devices
- A strong commitment to professional development
- A supportive approach – we are a community, working together to provide excellent opportunities for our pupils.

In return, the School expects members of teaching staff to:

- Deliver well-prepared lessons that challenge and inspire pupils
- Assess pupil progress over time and deliver interventions as required to ensure rigour
- Write reports at appropriate times throughout the academic year and provide constructive, honest feedback at Progress Review Evenings
- Act as a Form Tutor, providing pastoral care for a small group of pupils
- Contribute fully to the co-curricular programme, including engagement in Games and the Prep Activities Programme
- Contribute to cover for absent colleagues and provide supervision for Sixth Form study, as requested
- Contribute to departmental activities and developments. This might include trips, lectures, events, as well as initiatives that are designed to enhance a particular aspect of pupil learning
- Engage positively in the marketing of the School, both to prospective parents and other interested parties
- Work collaboratively within the Common Room community, adhering to expectations regarding professional responsibilities and conduct.

Appointment of Staff

To Apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources, at recruitment@cokethorpe.org before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Dr Sarah Squire, Head
- A completed Cokethorpe School application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

Deadline for applications: Midday on Monday 7 December. Early applications are encouraged.

Interviews will take place on Thursday 10 December.

Interviews may take place before the closing date for suitable candidates. Please apply early to avoid disappointment.





Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Leadership Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

This is a fixed-term maternity cover contract expected to commence on 14 April 2027 and continue until the substantive postholder returns from maternity leave.

Competitive salary plus benefits.

Appointment Date: Start of the Summer Term 2027, on Wednesday 14 April.

Medical Fitness

Any offer of employment will be subject to the satisfactory completion of all pre-employment checks, including verification of the successful candidate's physical and mental fitness to undertake the role.

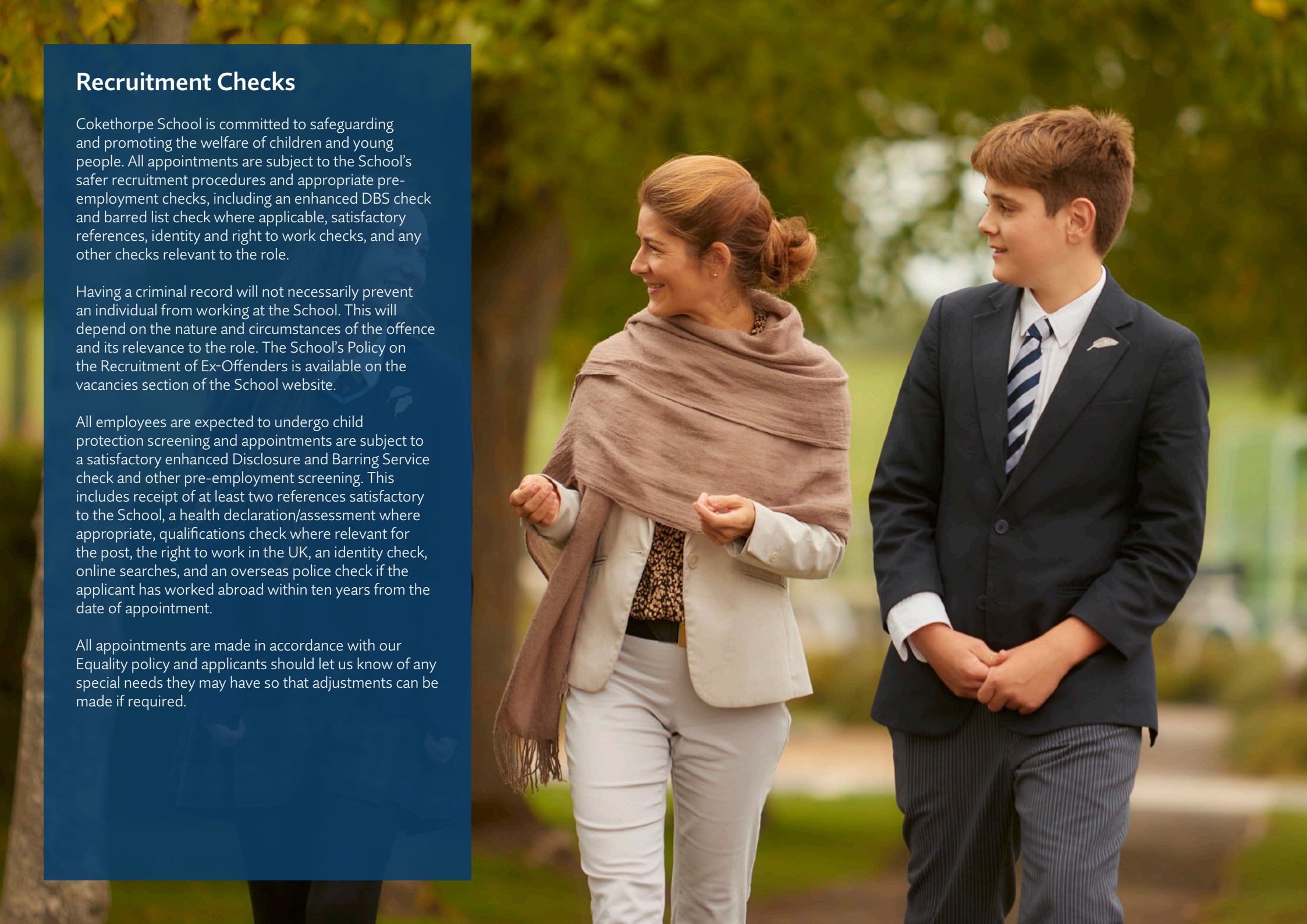
Recruitment Checks

Cokethorpe School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to the School's safer recruitment procedures and appropriate pre-employment checks, including an enhanced DBS check and barred list check where applicable, satisfactory references, identity and right to work checks, and any other checks relevant to the role.

Having a criminal record will not necessarily prevent an individual from working at the School. This will depend on the nature and circumstances of the offence and its relevance to the role. The School's Policy on the Recruitment of Ex-Offenders is available on the vacancies section of the School website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, a health declaration/assessment where appropriate, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.





Benefits of Working at Cokethorpe

- Generous pay scale
- Flexible total benefit options for teachers
- Aviva APTIS defined contribution pension scheme
- Non-contributory Aviva Life cover and Income Protection schemes
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Training: An extensive training/CPD programme, ISTip ECT Induction programme
- Staff are issued with a Surface Pro and given training in order to enable them to maximise the benefits of the device
- Personal Accident Insurance
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- The School is situated on a single campus, with the majority of teachers enjoying the benefits of working in their own classroom
- Free parking on site
- A number of subsidised social events
- Opportunities to join trips to far-flung destinations
- Annual Flu Vaccination.



Cokethorpe

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