

# Information pack for candidates



**ST HILDA'S**  
CE HIGH SCHOOL

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY  
DIVERSITY

## TEACHER OF ENGLISH

SALARY RANGE: MPS - UPS

CHRIST JESUS AS OUR  
CORNERSTONE

THE ST HILDA'S FAMILY

# Contents

Letter from the Head Teacher

About the school

Senior Leadership Team

Location

Job Description

Person Specification

How to apply and the Selection Process

---

## Strengths from SIAMS Report (2025)

- St Hilda's family is deeply devoted to its vision. It is underpinned by a carefully crafted set of Christian values. These are the cornerstone of every aspect of this inclusive school community and enable students and adults to thrive together.
  - Highly positive and productive relationships throughout the school nourish and affirm individuals enabling them to be the best that they can be. This is pivotal in transforming lives and encouraging an atmosphere of aspiration, hope and dignity.
  - Religious education (RE) has a high status and is a significant strength of St Hilda's. Known throughout the school as 'the core of the core', it has a strong and challenging curriculum. Students flourish in the subject and make strong progress in their studies at all levels.
  - Visionary leadership of collective worship inspires the school community and provides a key focus for its daily life. These times of gathering bring opportunities for reflection. They promote spiritual flourishing and strongly support the development of an understanding about how to live well.
  - The vision passionately drives a culture that includes and nurtures every individual. Therefore, leaders ensure that provision for students, including those with special educational needs and disabilities (SEND), is of the highest quality.
- 

## Dear Candidate

Many thanks for your interest in St Hilda's and the post of Teacher of English.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family.

We chose our 6 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2025, Our SIAMS inspection found that St Hilda's Church of England High School is living up to its foundation as a Church school and is enabling students and adults to flourish. The report highlighted "St Hilda's biblically rooted Christian vision is the cornerstone and lifeblood of this school family. It is strongly proclaimed and confidently embraced, sustaining and nourishing the school's work and mission. Along with its compelling Christian values, the vision drives this exceptional school. Diversity and difference are embraced, giving dignity and allowing this community to live well together. Students are highly respectful and supportive, enabling them to appreciate and support one another to be who they are." We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Teacher of English who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. **Is this you?**



We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips/Jacqueline Draper by email should you wish to arrange a visit [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Teacher of English** whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

Mrs Jo Code, Head Teacher

# St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1132 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our ECTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

---



# Leadership Team

**Jo Code**, Headteacher.

**Karen Kearns**, School Business Manager.

**Andy Smith**, Deputy Headteacher, Quality of Education.

**Carina Bird**, Assistant Headteacher, Quality of Education, CPD.

**Liz Cowdell**, Assistant Headteacher, Quality of Education, Data & Assessments.

**Andrea Howard**, Assistant Headteacher, Head of St Hilda's College.

**Lisa Franks**, Executive SENDCo.

**John Martin**, Assistant Headteacher, Behaviour and Attitudes.

**Nancy Martin** - Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

**Conor Merrick**, Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

**Ben Norton**, Associate Assistant Headteacher, Early Careers and Appraisals.

**Anthony Washington**, Senior Head of House, Behaviour and Attitudes.

**Karen Steele**, Non-teaching DSL.

**Kate Hester**, SENDCo.

---



# Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



©Marketing Liverpool, Liverpool Docks 2



## Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

## St Hilda's CE High School

Croxtheth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk)

I: [www.st-hildas.co.uk](http://www.st-hildas.co.uk)

## Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

## Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

# Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.

## Teacher of English

Working time:	Full time
Grade:	MPS - UPS
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Head Teacher, SLT Line Manager, Head of English
Working with:	English Department, All Staff, Students & Parents

### REPORTING TO

Head of Department.

### PURPOSE OF POST

1. To plan and teach a broad, balanced, relevant and differentiated curriculum within a designated subject area(s) such that all students are included, challenged and supported, and so that all can progress and achieve.
2. To monitor, review and support the overall progress and development of students as a teacher and as a pastoral tutor.
3. To seek to inspire in students, as teacher and tutor, a love of learning and to foster imagination, creativity, confidence, independence and respect for others.
4. To share and support the school's ethos of faith, vision and nurture and to commit to the highest standards of achievement and personal growth and development for students - mind, body and soul.

### GENERIC RESPONSIBILITIES

#### *Teaching and Learning*

- To maintain a thorough and up-to-date knowledge of the teaching of one's subject(s) and the wider curriculum developments which are relevant to the teacher's work.
- To consistently and effectively plan lessons to meet students' individual learning needs, using a range of appropriate strategies for teaching and classroom management.
- To consistently and effectively use information about the prior attainment of students to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback.
- To ensure that the learning environment is organised, attractive and stimulating.
- To maintain high standards of behaviour, attendance and punctuality, in accordance with school policy and procedures.
- To prepare and update subject materials.

- To set and mark homework according to school policy.
- To comply with Health and Safety policy and undertake risk assessments as appropriate.
- A willingness to support the development and planning of schemes of work in line with the school's principles.
- A willingness to teach at KS5.
- A willingness to teach drama.

### *Marking, assessment and reporting*

- To mark and assess students' progress according to whole-school policies and as requested by external examination bodies.
- To maintain appropriate records and provide relevant accurate and up-to-date information to support the overall monitoring of students' progress according to school policy.
- To complete accurately reports on students' progress for parents according to school policy and the school calendar.
- To communicate with parents of students about their progress as appropriate and according to school policy.
- To take part in liaison activities including Parents' Evenings, Open days/evenings etc.

### *Departmental*

- To assist in the development of curriculum, schemes of work, assessment policies and teaching and learning strategies in the department.
- To support the department's effective organisation and management.
- To contribute to the department's improvement planning.
- To liaise professionally with other colleagues across the school, and external agencies as necessary.
- To contribute to the department's enrichment of extra-curricular opportunities for students.

## **WIDER PROFESSIONAL RESPONSIBILITIES**

As a member of the St Hilda's family, you will be expected to:

- support our 6 values of Wisdom, Hope, Community, Dignity, Diversity and Equality;
- be sympathetic to the teachings of the Church of England;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- participate professionally in the school's performance management systems;
- take responsibility for personal professional development;
- take part in professional development activities and inset organised by the school;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings;

- take part in marketing and liaison activities such as parent/carer evenings, review days and other appropriate school events;
- be a form tutor and deliver high-quality PSHE and Careers Guidance;
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy;
- promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to
- undertake any other duty as specified by STPCB not mentioned;
- support the school's Health, Safety and Welfare policy.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified. All staff may be required to undertake other such reasonable duties as may be required in line with the grade of this post.

## Person specification

### (A) Qualification requirements

Qualification requirements	Essential	Desirable	Source
Qualified teacher status	E		A
Recognised degree or equivalent.	E		A
Further professional development: post-entry qualification		D	A

### (B) Experience

	Essential	Desirable	Source
Relevant experience of teaching English in a secondary school (as a teacher or student teacher)	E		A/I/R
Relevant experience of teaching English Language, Literature or Media at KS5		D	A/I/R
Relevant experience of teaching Drama		D	A/I/R

### (C) Knowledge/Understanding

	Essential	Desirable	Source
A good or better teacher who can establish good relationships with students to motivate and inspire them to do their best.	E		A/I/R
A desire to continually improve as a teacher, driving towards excellence in the classroom	E		A/I/R



Flexible and perceptive classroom practitioner in own subject area who can engage students and enable them to learn and make effective progress	E		A/I/R
Knowledgeable about best practice in your subject area, understanding the implications of changes to the curriculum	E		A/I
Experience and/or a desire to teach Drama		D	A/I/R
Experience and willingness to teach at KS5		D	A/I/R
Experience of teaching KS4 English	E		A/I/R
Ability to use data to enable students to make the best progress they can	E		A/I/R
An understanding of SEN and vulnerable groups and how to address their needs through your teaching and assessment	E		A/I/R
A willingness to deliver Entry Level		D	A/I/R

### (D) Personal Qualities and Skills

	Essential	Desirable	Source
Outstanding communicator	E		A/I
Outstanding interpersonal skills	E		A/I
Professional reliability English attendance, punctuality and deadlines	E		A/I
Team player	E		A/I
Ability to meet deadlines/manage time	E		A/I
Resilient	E		A/I
ICT literate	E		A/I
Commitment to the school Christian values and vision	E		A/I

### (E) Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer/ITT trainer	E		R
DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

### [F] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**In your letter of application, please *demonstrate* how you meet these criteria.**

**Do not include a curriculum vitae. Candidates failing to meet any of the essential criteria will automatically be excluded.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

---

## How to apply and the Selection Process

**Closing date for applications: Tuesday 20<sup>th</sup> May 2025 at 9am**

Applications should be sent to: [recruitment@st-hildas.co.uk](mailto:recruitment@st-hildas.co.uk)

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

**Shortlisting: Tuesday 20<sup>th</sup> May 2025**

**Formal interview at the school: Thursday 22<sup>nd</sup> May 2025**

---



---

CHRIST JESUS AS OUR  
CORNERSTONE

THE ST HILDA'S FAMILY

---

**St Hilda's CE High School**

Croxteth Drive, Sefton Park, Liverpool L17 3AL T: 0151 733 2709 E: [info@st-hildas.co.uk](mailto:info@st-hildas.co.uk) I: [www.st-hildas.co.uk](http://www.st-hildas.co.uk)

---