



# Candidate Information

## Head of English

September 2026

Sutton Valence School





Broadening Horizons.  
Since 1576.



## A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found [here](#).

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found [here](#).

The Senior School has excellent facilities both indoors and outdoors. Our Art and DT Departments have enviable facilities and their own buildings in the Village, the Music School has dedicated teaching/practice rooms and a performance hall, the Drama department boasts a professional standard theatre, and our sports facilities include a full-size AstroTurf, Tennis and Netball courts, extensive fields, a superb indoor swimming pool, a sports hall, permanent Cricket nets and an Athletics track.



# Vision, Mission and Ethos

## Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

## Mission

Our Mission is to have a School where one will find:

### Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

### Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

### Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

### Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

### Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

## Ethos

A community where each cares for all and individuality is cherished.





# The English Department

The English Department at Sutton Valence School is one in which we promote not only successful outcomes in results but, just as importantly, an enjoyment of the subject. We are always looking for new, creative approaches to teaching that inspire our pupils to want to take the subject further and understand that confident and engaged learners are the key to this. Within the department collaboration is actively encouraged with members of the team looking to support not only our pupils but also each other.

English is a popular and thriving subject in the Senior School. Class sizes average about 19 up to GCSE and 10 or fewer at A Level. The department is housed in a dedicated suite of six classrooms in the historical heart of the School, adjacent to the excellent library. There is a large stock of books and other resources for lessons. The department is immediately adjacent to the EAL and SEN departments and works closely with them.

The English Department follows a broad and exciting curriculum at Key Stage 3 designed to prepare and inspire pupils for GCSE study. We follow the Edexcel IGCSE syllabus for both English Language and English Literature. We currently take Edexcel English Literature at A Level.

Further information on the department is available [here](#).



# Key Responsibilities

- To lead and inspire the teaching and learning of your subject in the School;
- To lead and co-ordinate the work of the department;
- To report to the Head of Senior School and Deputy Head (Teaching and Learning) in the Autumn term with analysis of the previous year's examination results and present the academic development plan for the current year;
- To liaise with the Head of English at the Prep School to support a continuous pathway from Prep to Senior School;
- To take responsibility for curriculum planning and maintain a current scheme of work, suitable for pupils at all stages of the School, and make available this scheme of work to the Deputy Head (Teaching and Learning) and the Common Room;
- To ensure that appropriate resources are available;
- To attend to all paperwork in relation to the presentation of candidates for public examinations, organise the setting, production and marking of internal examinations, and provide the Deputy Head (Teaching and Learning) with lists of pupils' marks and grades for School examinations;
- To take a lead role in the organisation and delivery of co-curricular activities and enrichment designed to encourage participation;
- To work closely with the Deputy Head (Teaching and Learning) on issues relating to leadership, management and administration within the department;
- To work with colleagues within the department to ensure that the curriculum objectives are met, that lessons are planned and taught effectively and that appropriate homework is set and marked so that pupils know what they need to do in order raise their attainment;
- To assume responsibility for the ordering, maintenance, safety and development of departmental resources and for the planning and control of the departmental budget;
- To track performance of all pupils and offer suitable guidance to pupils and staff to aid raising achievement;
- To attend Heads of Department's meetings;
- To hold and record regular departmental meetings;
- To devise and maintain department policies;
- To implement within the department, at the relevant time for each teacher, the School appraisal system.

# Join Our Team at Sutton Valence School

We are looking to appoint an outstanding teacher, leader and administrator as Head of English in the Senior School with responsibility for overseeing the continued development of the subject. The post is available from September 2026.

The Head of Department is accountable for the progress of the pupils, the quality of the teaching within lessons, the behaviour, attainment and progress of pupils within lessons, and the reporting of pupils' progress to parents. The successful applicant will be able to teach a diverse range of techniques and processes.

Applicants should have excellent organisational and time-management skills, and enjoy leading and working as part of a team, with an ability to provide effective guidance and support to all colleagues.

The department's teaching style is very much centred on the pupils and their individual needs, and the successful candidate should be fully committed to this aim.

The Head of English will be directly responsible to the Deputy Head (Teaching and Learning).

## Other Responsibilities

Outside of the English Department, there is scope for involvement in the School's varied programme of co-curricular activities.

Opportunities exist to participate in the coaching of major sports, The Combined Cadet Force (CCF) the Community Service programme, the Duke of Edinburgh's award scheme and in our many clubs and activities. All teachers at the School are expected to be heavily involved in the co-curricular and sport programme.

Candidates will be expected to take an active role in the pastoral care of our pupils, which is based on a house system, with vertical tutor groups.



For leading roles.  
Since 1576.



# How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific achievements or relevant qualifications.

Submit your completed application and monitoring form, along with your covering letter addressed to Head of Senior School, to [hadmin@svs.org.uk](mailto:hadmin@svs.org.uk).

Alternatively, post your application to:  
Head of Senior School  
Sutton Valence School  
North Street  
Sutton Valence  
Kent ME17 3HL

**Application deadline:** Wednesday 28th January 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's Child Protection Policy prior to interview.

Sutton Valence School is an equal opportunities employer.



# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, staff drinks and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**SUTTON VALENCE**  
SCHOOL

**Sutton Valence School**

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**SVS.ORG.UK**

A member of The United Westminster and Grey Coat Foundation

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Founded in 1576 by William Lambe