



BURGESS HILL

— GIRLS —

Tomorrow's Women



HEAD OF ENGLISH FACULTY

CANDIDATE PACK



WELCOME TO BURGESS HILL GIRLS

We are looking for a well-qualified and dynamic Teacher of English with a good honours degree to join our successful English department from September 2025. The position is 0.8 part time. The ability to teach English from Year 7 to Year 11 is essential, and A Level teaching may be available for the right candidate.

Burgess Hill Girls is an Excellent rated Independent school for girls aged 2 and a half to 18 years of age. Where every student is known as an individual and provided with an outstanding, transformative education.

Our school motto, 'I am, I can, I should, I will', conveys and underpins our whole approach to education, identifying and releasing the potential of every student as they progress through the school. Ensuring they have the very best possible opportunities to become successful women of the future.

At Burgess Hill Girls, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. Whilst Burgess Hill Girls aims to provide the very best opportunities for everyone to excel, we believe that success is more than obtaining the highest marks and grades. We recognise just as much all those fantastic qualities that are not materialistic or target driven. Success at our school is when we produce bright, confident and independent young women who have and will continue to achieve great things

There is no glass ceiling at Burgess Hill Girls! Whilst the academic, technical, creative and emotional support is incredible, the breadth of opportunities and enrichment available is extensive. There is something for every member of the whole school community and if the students desire more we have the 'can do approach' to make it happen!



HEATHER CAVANAGH
INTERIM HEAD



OVERVIEW

Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode, to provide a high-quality education for girls. The School stands in 14 acres of beautiful grounds within a conservation area close to the centre of Burgess Hill's town, West Sussex.

The School currently educates over 450 pupils, with boys and girls in the Nursery and girls only from reception to through to the Sixth Form.

All aspects of the school are located on this one campus; Nursery, Pre-Prep and Prep, Senior, Sixth Form and Boarding Houses. Burgess Hill Girls is a day school with a small but nonetheless important boarding community. The school is only a five-minute walk from the railway station (on the London to Brighton line) and close to excellent road networks (10 miles from Brighton city centre and only 20 minutes from Gatwick).

Approximately 50 boarders live on-site, creating a vibrant and inclusive community that welcomes students from around the world. Typically staying full-term, our boarders benefit from a supportive and enriching environment that foster personal growth, independence, and friendship. With a strong sense of belonging, they enjoy a well-rounded experience that combines academic excellence with a wide range of extra curricular opportunities, all within a safe and nurturing home away from home.

Notable alumnae, Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, Presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education, careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses



CURRICULUM

As in any school, English is considered to be of central importance in the curriculum, and this is reflected in the proportion of time allocated to it on the timetable. In Years 7 and 8, students have a total of five 40-minute periods of English per week and in Years 9, 10 and 11 a total of six 40-minute periods. Teachers teach across the age ranges. This gives staff a good sense of students' progress and subject continuity, and allows them to get to know the students very well. They are also able to contribute to the subject at all levels.

In the Lower School, classes are taught in mixed-ability groups. Students follow a bespoke curriculum which draws from the best current practice. They are introduced to a range of poetry, fiction, drama, non-fiction and media texts in order to lay the foundations for future success. In Years 7 to 9 a scheme of work and a full suite of teaching resources are available. However, there is a freedom and flexibility within the plans for teachers to pursue their interests and also the opportunity to manage the planning for one year group. We foster a lively interest in reading, literature and creative writing, and a gradual development of analytical skills.

In Year 9 students encounter more challenge and extension as the curriculum anticipates the demands of the Edexcel IGCSE English Language and English Literature courses followed in Year 10 and 11. English and English Literature courses are combined in all classes. Classes are organised in two ability streams. The department achieved impressive IGCSE results this summer, with 98% of entries graded 9 to 6.

English Literature is a popular choice at A Level. We follow the Edexcel A Level syllabus. Sets are shared by two teachers. Exam results have been 100% A* to B over the last four years.



ENGLISH DEPARTMENT

The English Department offers a full programme of extra-curricular activities, including debating, public speaking, creative writing clubs, and reading groups. Keen to promote life-long learning and a love of reading, we also organise annual whole-school events celebrating our subject, as well as a lively schedule of visiting speakers and trips. We work collaboratively on these initiatives, and all members of the department, including part-time staff, are expected to contribute.

There is a tradition of sharing and cooperation in the department. In the past we have frequently worked as a team to develop teaching strategies and materials, and we feel that discussion and exchange (both formal and informal) have been a much valued feature of our work. The rapid pace of change in English teaching at present, coupled with the relative freedom of teaching in an independent school, offers us a virtually unprecedented opportunity to review, experiment and innovate, in order to construct courses for the students that are genuinely progressive, challenging and fulfilling.



5) Assessment & Data

- Oversee faculty assessment strategy aligned with whole-school policy; ensure moderation consistency and feedback standards across subjects.
- Analyse attainment and value-added trends; coordinate internal assessments/mocks.
- Track faculty-wide interventions.

6) Health, Safety & Compliance

- Ensure H&S policy, procedures, and training are followed; maintain and review risk assessments; act on incidents/near-misses and represent the faculty at compliance/H&S meetings.

7) Resources & Budget

- Lead strategic budget planning for the faculty; oversee procurement, maintenance, and organisation of resources and equipment.

8) Student Engagement & Outcomes

- Track and support underperforming students in collaboration with pastoral, EAL and SEND staff; ensure effective intervention strategies.
- Promote progression (KS4, KS5, HE/careers) across all subjects.

9) External Relations & Partnerships

- Lead faculty contributions to open evenings, taster sessions, and option evenings to increase subject uptake at KS4/KS5; support whole-school marketing to showcase achievements.
- Promote whole-school initiatives aimed at improving student recruitment, retention, and progression.
- Build positive relationships and working partnerships with parents/carers and external organisations, businesses and schools.

10) Teaching Responsibilities

- Deliver a teaching timetable; model exemplary practice, including planning, assessment, and behaviour management; mentor colleagues including ECTS within the faculty.

11) Accountability

Accountable for faculty performance and QA; staff development and wellbeing; curriculum coherence and statutory alignment; student progress and progression; effective use of resources and budget; H&S standards; and contribution to whole-school leadership and external relations.



SALARY & BENEFITS

Salary: £32,916–£51,048 FTE (M1–UPS3) + TLR 1B £12889 (2025-2026)

Start Date: September 2026

ADDITIONAL BENEFITS INCLUDE:

- Pension contribution
- Significant school fee remission
- Complimentary Staff Lunch in our state of the art dining hall
- Free car parking
- Use of school facilities when available
- Free staff wellbeing MOT provided by Sussex Wellbeing
- Employee assistance programme

For more information on staff wellbeing, please view our booklet [here](#).



APPLY

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

Closing date for applications is 9.00am on Tuesday, 5th of May 2026. Short-listed candidates will be contacted by telephone, and interviews will take place on Monday the 11th of May 2026. Candidates who have not heard from the School by 12th of May should presume that we will not be taking their application further.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



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FOR MORE INFORMATION AND TO APPLY,
PLEASE VISIT OUR WEBSITE [HERE.](#)