



Job Title: Teacher of English

Responsible to: Senior Leadership Team

Key internal contacts: Pupils and all school staff.

Key external contacts: Key external relationships and parents.

ABOUT THE SCHOOL

At Quinton House, every child is known, valued, and supported as an individual. We celebrate each pupil's unique personality and strengths, ensuring they feel safe, happy, and inspired to achieve their full potential. Our approach blends the richness of a 21st-century independent education with the character and charm of our remarkable heritage setting.

We pride ourselves on providing:

- A nurturing environment where children thrive emotionally, socially, and academically
- A culture that encourages curiosity, confidence, and personal success
- A community where authenticity is celebrated and every child feels they belong

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB PURPOSE

To provide high-quality teaching of English across the age and ability range, including GCSE and A Level, enabling students to achieve their academic potential and develop a lasting interest in English Language and Literature.

The postholder will contribute to the academic, pastoral and co-curricular life of the school and will work collaboratively with colleagues to maintain high standards of teaching, learning, behaviour and student achievement.





KEY TASK AREAS & RESPONSIBILITIES

Teaching and Learning

- Plan and deliver well-structured, engaging and appropriately challenging lessons in English.
- Teach English Language and Literature at GCSE and A Level, as required.
- Teach other year groups and courses within the department as directed by the Head of English.
- Demonstrate secure and up-to-date subject knowledge across relevant areas of English Language and Literature.
- Use a range of teaching strategies to support students with different abilities, needs and learning styles.
- Promote high standards of literacy, written and spoken communication, critical thinking and independent learning.
- Encourage students to read widely and develop an informed and critical appreciation of literary texts and language.
- Create a positive classroom environment in which students are encouraged to participate, question, discuss and develop their ideas.
- Set clear expectations for student conduct, effort and achievement.
- Use assessment effectively to identify strengths, areas for development and appropriate next steps in learning.
- Provide regular, constructive and timely feedback in accordance with departmental and school assessment policies.
- Monitor and record student progress and contribute to appropriate intervention where students are not making expected progress.
- Prepare students effectively for public examinations while maintaining an appropriately broad and intellectually challenging curriculum.
- Support students in developing effective examination, revision and independent study skills.

Curriculum Development

- Follow agreed departmental schemes of work and contribute to their development and review.
- Contribute to curriculum planning, assessment and moderation within the department.
- Ensure that teaching and learning reflect current examination specifications and appropriate developments in the subject.





- Contribute to the selection, development and evaluation of teaching and learning resources.
- Support the development of appropriate extension and enrichment opportunities for students.
- Contribute ideas and expertise to the continuing development of the English curriculum.

Assessment and Reporting

- Assess and mark students' work in accordance with departmental and school policies.
- Maintain accurate records of assessment and student progress.
- Contribute to internal examinations, standardisation and moderation.
- Prepare students for GCSE and A Level examinations and provide appropriate academic guidance.
- Provide accurate and constructive reports on student progress and attainment.
- Attend parents' evenings and other meetings relating to student progress as required.
- Liaise with colleagues where students require additional academic support or intervention.

Pastoral Responsibilities

- Promote the welfare, personal development and academic progress of students.
- Establish positive, professional and respectful relationships with students.
- Act as a form tutor or undertake other pastoral responsibilities where allocated
- Contribute to the school's pastoral systems and procedures.
- Communicate appropriately with parents and colleagues regarding students' academic progress, behaviour and wellbeing.
- Identify concerns relating to students and report them through the appropriate school procedures.
- Support the school's expectations regarding behaviour, attendance, punctuality and safeguarding.

Co-Curricular and Wider School Responsibilities

- Contribute to the wider life of the school beyond timetabled teaching.
- Support and, where appropriate, lead English-related activities such as debating, public speaking, creative writing, literary societies, reading activities, school publications and drama.
- Encourage students to participate in academic and cultural enrichment opportunities.
- Participate in school trips, visits, activities, performances and events as required.
- Contribute positively to the ethos and community of the school.





- Undertake duties and other reasonable responsibilities commensurate with the role, as directed by the Head of Department or Senior Leadership Team.

Professional Responsibilities

- Work collaboratively with colleagues within the English Department and across the wider school.
- Attend departmental, staff and other meetings as required.
- Maintain appropriate professional standards in all interactions with students, parents and colleagues.
- Engage in continuing professional development and maintain current knowledge of subject-specific and educational developments.
- Contribute to departmental and whole-school priorities.
- Comply with school policies, procedures and professional expectations.
- Maintain appropriate confidentiality in relation to students, colleagues and school matters.
- Make effective and appropriate use of information technology in teaching, assessment and communication.

Safeguarding and Child Protection

- Promote and safeguard the welfare of children and young people.
- Comply with the school's safeguarding and child protection policies and procedures.
- Report safeguarding concerns promptly through the school's established procedures.
- Undertake safeguarding training as required.
- Maintain appropriate professional boundaries with students at all times.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Degree in English or a related subject.
- Experience of teaching English within a secondary school environment.
- Ability to teach English to GCSE level.
- Strong knowledge of English Language and Literature.
- Knowledge of assessment and examination requirements relevant to the courses taught.
- Commitment to continuing professional development.





Desirable:

- Experience of teaching English at A Level.
- Experience of teaching within an independent school.
- Knowledge of relevant GCSE and A Level examination specifications.
- Experience of curriculum development.
- Experience of contributing to co-curricular English, literary, debating or drama activities.
- Qualified Teacher Status or recognised equivalent.

Knowledge and Skills

The postholder should demonstrate:

- Strong subject knowledge and enthusiasm for English.
- High-quality classroom teaching skills.
- The ability to plan and deliver lessons appropriate to a range of abilities.
- Effective assessment and feedback skills.
- The ability to motivate and inspire students.
- Strong written and verbal communication skills.
- Good organisational and time-management skills.
- The ability to work effectively as part of a team.
- The ability to use initiative and respond appropriately to changing circumstances.
- An understanding of effective strategies for supporting students with different learning needs.

Personal Qualities

The postholder is expected to demonstrate:

- High professional standards and integrity.
- Enthusiasm and commitment to teaching and learning.
- High expectations of students and of themselves.
- A commitment to the academic and personal development of every student.
- A collaborative and constructive approach to working with colleagues.
- Flexibility and willingness to contribute to the wider life of the school.
- Commitment to equality, diversity and inclusion.

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- Commitment to safeguarding and the welfare of students.

Working Relationships

The postholder will work closely with:

- Head of English.
- Members of the English Department.
- Heads of Year and pastoral staff.
- Learning Support/SEND staff.
- Senior Leadership Team.
- Other teaching and support staff.
- Parents and carers, where appropriate.

Accountability

The postholder is accountable to the Head of English for the effective delivery of teaching and learning within their classes and for fulfilling departmental responsibilities.

The postholder will be expected to contribute to the achievement of departmental and whole-school objectives and to uphold the policies, values and professional standards of the school.

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person

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- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

· To be signed and dated by employee:

· Signed:

· Name (print):

· Date:

