

Role Profile

Teacher of English

Location: Downsend School

Department: English

Reporting To: Head of English



What you'll be doing

Role purpose

To teach English across KS3, 4 and 5 and support the Head of English in developing the literacy skills and a love of the subject. The duties outlined in this job description may be modified by the Executive Head, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary & job title.

Key responsibilities

General Information

This is an exciting time at Downsend School with the appointment of Mrs Bex Tear as Executive Head and the opening of Sixth Form from September 2025. The English department at Downsend School is committed to promoting and motivating student progress in all areas of the subject. By providing diverse opportunities for students to engage with contemporary authors and poets, we aspire to shape the future of our students and inspire a love for English that will last beyond GCSE and A Level.

In Summer 2025, our third Year 11 cohort will sit their GCSE exams. The post holder will have high expectations of pupil behaviour and achievement and will be vital in creating an environment which will allow pupils to be sufficiently well prepared for GCSE and A Level examinations. Downsend places significant emphasis on English and the promotion of literacy skills as part of our Future Skills Vision and the postholder will play a crucial role in laying the groundwork for academic success throughout the senior school. The successful applicant will need to demonstrate an inspiring and effective teaching style and a contagious enthusiasm for their subject in support of the Future Skills Vision.

Relationships

The post holder is ultimately responsible to the Executive Head in all matters and works closely with the Head of English and other members of the department. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school. The salary will be commensurate with the experience and qualifications of the applicant.

Leadership and Management

- Deliver a stimulating and relevant English curriculum, ensuring the highest standards of teaching and learning in KS3-5, contributing to and promoting shared planning with the department.
- Provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work
- Establish a positive atmosphere within the classroom, ensuring that all pupils are appropriately challenged, make strong progress and are enthused and inspired
- Ensure that appropriate resources are in place when preparing pupils in readiness for external examinations

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set an outstanding example in terms of dress, punctuality and attendance
- Attend and participate in Open Days and whole-school events and performances
- Uphold the school's behaviour code and uniform regulations
- Attend weekly departmental/faculty meetings
- Remain up to date in current pedagogical and pastoral development and professional practice
- Attend, as directed, meetings, development sessions and INSETs

Teaching and Learning

- Teach across Years 7-13, carrying out teaching duties as requested
- Contribute widely to the extra-curricular life of the school
- Work with the Scholarship Coordinators to provide pupils with opportunities for extension and enrichment, and for scholarship preparation

Assessing and Reporting

- Use IT to assist reporting and administration
- Maintain detailed records of pupils, liaising closely with the Head of Learning Support and other colleagues involved in the tracking and monitoring of pupils
- Write reports, advise at Parents' Evenings and communicate effectively with parents about their child's progress
- Work within the Code of Practice relating to Special Educational Needs

Health and Safety

The safety of pupils is paramount, and the postholder must support the school in ensuring:

- The resources are maintained in a safe condition for the pupils and School staff
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice
- All accidents are reported to the Operations Manager via the Accident Report Form procedure
- The Headmaster and Operations Manager are kept informed of any concerns regarding Health and Safety and safe working practices

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

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none"> • An outstanding & qualified teacher with strong leadership skills & a proven track record of success • An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education • A cheerful & well-presented person, capable of inspiring confidence in colleagues, pupils & parents, & an effective public speaker • Excellent communication skills (oral, written & use of ICT) • Outstanding organisational & administrative skills 	<p>Skills</p> <ul style="list-style-type: none"> • Very high expectations of pupils' attainment, progress & behaviour • A keen & self-motivated practitioner, who wishes to be a committed team member in a successful section of the School • An exceptional, dynamic & committed leader who will inspire high levels of confidence in colleagues, pupils & parents • Proven track record of high achievement and examination success
<p>Qualifications</p> <ul style="list-style-type: none"> • A good Honours graduate 	<p>Qualifications</p> <ul style="list-style-type: none"> • Degree level 2:1 or above
<p>Experience</p> <ul style="list-style-type: none"> • Understanding of the nature of independent education & high expectations • Eager to learn & attend INSET as necessary • Aware of Health & Safety issues • Prepared to commit to the School's all-round ethos 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of the expectations associated with life in a busy independent school • Accompanying and/or leading subject related trips and tours • Experience of being an effective Form Tutor

Key Stakeholders you'll be working with

- Internal: **Pupils, Parents, Staff, Cognita SSC**
- External: **Prospective families, feeder and Senior schools, local community**

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA