

THE HOLT SCHOOL

Holt Lane
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Teacher of English Full time Permanent Start date: September 2025 ECTs very welcome to apply

Main pay range/upper pay range depending on skills and expertise demonstrated at interview

Come and join our fabulous school, where students are engaged and eager to learn and our staff are passionate about inspiring them.

The successful candidate will:

- aspire to be an innovative, outstanding practitioner
- demonstrate passion for your subject as well as excellent subject knowledge
- be a team player with strong interpersonal skills
- be keen to participate in aspects of wider school life

In return, we can offer:

- teaching in Key Stages 3, 4 and 5
- a strong, supportive, forward looking and effective department
- very positive climate for learning where students want to work hard and do well
- an ethos of staff well-being, including early finishes ahead of parents' evenings, minimal evening events, and off-site PPA
- a team of cover supervisors to ensure teachers rarely cover colleagues' absence
- personalised pathways of CPD, including coaching and leadership training for aspirant middle and senior leaders

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Rebecca McClelland (Head of English) for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing date – 9am, Thursday, 15th May 2025

We reserve the right to assess and interview on receipt of application.

THE HOLT SCHOOL JOB DESCRIPTION

Job Title:	English Teacher	Name:	
Reports to:	Head of Department	Issued/Reviewed:	May 2025
Pay Scale:	MS/UPR	FTE:	1.0FTE
Employment Status	Permanent		
Allowance:	N/A		

To be line managed by: Head of English

1. **Teaching and Learning:** (43/50 teaching periods)

- To promote confidence and resilience through stoicism, humility and gratitude at all times.
- To be responsible for planning lessons using the principles of The Holt Pedagogy (Quality First Teaching) and delivery and assessment of differentiated, challenging lessons
- To follow The Holt procedures
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning , assignments and/or NEAs in line with department/faculty policy using Teams and Sims.
- To provide accurate, developmental feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are “on report”, for ‘round robins’ or for SEN annual reviews or exam concessions assessments.
- To recognise hard work, effort and positive learning behaviour using the school policies.
- To use the school’s B4L policy to maintain the highest standards of behaviour at all times

2. **Additional Responsibilities – Optional**

3. **Pastoral Support**

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year, Year 7 and 10 only
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.

- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, MA and disadvantaged/vulnerable students.
- To encourage students' involvement in extracurricular activities and support House activities as appropriate

Year 13 tutors

- To produce UCAS statements combining written reports from subject teachers as required.
- To support students in making decisions about their post 18 choices and guiding them through the process of preparing for their next steps.

4. Professional Development

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher

Person Specification: Classroom Teacher	Essential	Desirable
Education and Experience		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching	✓	
6 th Form experience		✓
Record of continuing professional development		✓

Knowledge		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

Skills		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)	✓	

The English Department

Results in English are excellent: GCSE AQA 97% 9-4 in English Language, with 53% at 9-7, and 98% 9-4 in English Literature, with 48% at 9-7. At A Level, 50% attained A*/A/B for English Literature. KS3 results are outstanding and above the national average.

Departmental Staffing

Our enthusiastic and passionate English department currently has eleven members of staff. Staffing comprises a Head of Department who leads KS4, KS3 Coordinator and a two KS5 Co- coordinators. It is an outstanding department with a high profile within the school. The team work very closely together, supporting each other and sharing resources.

Faculty Accommodation

The department offers excellent resources. There are seven large dedicated teaching classrooms, all with whiteboards, visualizers and projectors.

English Teaching

Classes are taught in tutor groups in Year 7 and 8 Years 8 and in sets from Year 9 upwards. We follow the AQA syllabus for both GCSE and A Level.

Extra-Curricular

The department has a strong ethos for extracurricular opportunities. These include various clubs throughout the school: Year 7 public speaking; Year 8 poetry recital; Creative Writing Clubs; KS3 and 5 Lit Soc; Magistrates for Year 9; Poetry competition entries (with a number of recent national award winners).