

St Albans School Job Description

Job Title: Teacher of English

Reports to: Head of English

Department: English

Date: January 2026

1. Purpose of Position

To deliver high-quality teaching and learning in English, ensuring that pupils are inspired, challenged, and supported to achieve their full potential. The post holder will contribute to the academic success and wider life of the School through effective classroom practice, pastoral care, and active involvement in departmental and whole-school activities.

2. Key Responsibilities

2.1 Teaching & Learning

- Plan, prepare, and deliver lessons, schemes of work, and curriculum units in English, in line with departmental and school policies.
- Use a variety of pedagogical approaches, resources and technologies to engage pupils and support different learning styles.
- Differentiate teaching to match individual pupil needs, including stretch and challenge for more able pupils, and targeted support for weaker learners.
- Use assessment data, tracking systems, and pupil diagnostic information to monitor progress, set targets, identify underperformance, and intervene with appropriate strategies.
- Provide regular, constructive feedback and feedforward in marked work, homework and assessments, ensuring pupils understand how to improve.
- Prepare pupils for public examinations (GCSE, A-Level, or equivalent), including designing assessments, mock exams, and examiner standardisation.
- Maintain accurate, up-to-date records of pupil work, assessment results, attendance, effort, and behaviour as required by school systems.
- Where necessary, supervise cover classes, set work for absent colleagues, and support departmental continuity.

2.2 Pastoral, Reporting & Communication

- Take an active role in promoting and supporting the pastoral care of all pupils.
- Act as a tutor for a group of pupils, monitoring their welfare, academic progress, attendance, behaviour, and personal development.
- Liaise with parents/carers, pastoral staff, and external agencies, as required, to support pupils' academic and personal growth.
- Write reports, attend parents' evenings, and engage in assessment consultations with stakeholders.
- Participate in pastoral and school meetings, briefings, and staff development events.

2.3 Co-curricular & School Contribution

- Contribute to the life of the school by leading or supporting co-curricular activities (clubs, societies, trips, competitions, enrichment), including evening or weekend events.

- Assist with supervision duties (breaks, lunch, before/after school) and support in school events as required (e.g. open days, performances).
- Support and/or lead super-curricular trips, visits, or residential programmes connected to your subject.

2.4 Departmental & Whole-School Engagement

- Participate actively in departmental planning, curriculum review, resource preparation, moderation, and sharing best practices.
- Support and, where appropriate, lead initiatives for pedagogical innovation, cross-curricular projects, and curriculum enhancements.
- Mentor or support early career teachers, trainee teachers, or less experienced colleagues, if applicable.
- Contribute to the school's professional development programmes (e.g. lead T&L sessions, present in INSET) and remain outward-looking in pedagogy.

2.5 Professional Development & Accountability

- Engage in the school's appraisal, observation, lesson review, and self-evaluation processes.
- Reflect on your teaching, seek feedback, and implement improvements.
- Stay current with developments in English, pedagogy, assessment, and education theory.

2.6 Safeguarding, Health & Safety, and Other Duties

- Comply fully with the School's Safeguarding & Child Protection Policy, undertake the required training, and promptly report any concerns in line with procedures.
- Ensure the health, safety, and welfare of pupils in your care, including during off-site or extracurricular activities.
- Actively promote a safe and inclusive environment for all pupils and staff, modelling professional conduct and respect.
- Undertake other reasonable duties as reasonably required by the Headmaster or Senior Leadership Team, in line with the needs of the school.

3. Key Performance Indicators

- Evidence of high-quality teaching and learning as observed in lessons and pupil outcomes.
- Pupil progress and attainment in line with, or exceeding, School benchmarks.
- Effective contribution to departmental and whole-school initiatives.
- Positive feedback from pupils, parents, colleagues, and line managers.
- Commitment to ongoing professional development and reflective practice.
- Demonstrates teaching and professional practice in line with the Teachers' Standards, ensuring high-quality planning, delivery, assessment, and pupil progress.
- Upholds the Teachers' Standards for personal and professional conduct, acting with integrity, promoting safeguarding, and contributing positively to the wider school community.

Note: This job description is not exhaustive. It may be reviewed or amended from time to time, in consultation with the postholder, to reflect the evolving needs of the school.

Knowledge/Skills/Abilities

Essential

- An excellent classroom practitioner with a genuine passion for English, able to lead by example and inspire pupils across the whole age range.
- A good degree in English or a closely related discipline.
- A successful track record of A Level teaching.
- Commitment to achieving the highest academic standards and ensuring all pupils reach their full potential.
- Desire to stretch the ablest pupils through extension lessons and support students who find the course more challenging through clinics and revision lessons.
- Outgoing and positive with a 'can-do' mindset and the enthusiasm and gravitas to be an outstanding ambassador for the School.
- Approachable and measured in manner with the ability to set high standards in the classroom whilst forming strong working relationships with pupils, colleagues and parents.
- Reflective about teaching methods.
- Commitment to continuing professional development.
- Organisation, discretion, resilience, flexibility and attention to detail.
- Excellent skills in oral and written communication.
- Willingness to contribute to the School's extensive co-curricular programme.
- Confident proficiency with using Microsoft Office, especially Outlook, Word and Excel. Training will be provided on the School's Management Information System, VLE and Microsoft Teams and OneNote, if required.

Desirable:

- A successful track record of A Level and GCSE teaching.
- Post-graduate academic and/or teaching qualifications (e.g. PGCE).

Safeguarding children

St Albans School is committed to safeguarding young people and promoting the welfare of children. The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or to the Designated Safeguarding Lead (DSL).