

JOB DESCRIPTION

TEACHER OF ENGLISH - PART TIME

(Fixed term, two term contract. Approx. 50% FTE taught over 4 days - Monday to Thursday)

Luckley HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as a Teacher of English (part time). Luckley is a warm and welcoming boarding and day school. We are a community, small enough at 360 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities. Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are seeking an enthusiastic, caring, and committed Teacher of English to join our vibrant English department from January 2027 or as soon as possible. The role involves teaching pupils across Years 8 to 11, with pupils taught in sets according to ability from Year 7. We offer a diverse and engaging curriculum of our own creation at Key Stage 3 and commence delivery of the Edexcel IGCSE specification at the end of Year 9.

Our department consists of the Head of Department and four experienced and dedicated specialists, both full-time and part-time.

You will be expected to work collaboratively with colleagues to inspire and engage pupils, fostering confidence and resilience. The successful candidate will build on the outstanding reputation of the department in delivering a wide range of opportunities to foster a love of the subject amongst all our pupils. The English classrooms are housed in a fantastic building which also accommodates our wonderful school library as well as the SEND team, all of whom we work with closely. The option to assist in whole school Games can be accommodated.

I am delighted that you are considering applying for this role.

I look forward to hearing from you.

Mrs Claire Gilding-Brant, Head



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 19 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School has around 360 pupils.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Teacher of English and Form Tutor

JOB PURPOSE: To assist the Head of Department with the teaching and development of your subject(s).
To promote the happiness and well-being of students in your form.

ACCOUNTABILITY: To your Head of Department for work in the Department.
To the Deputy Head Pastoral and Head of Section for your work as a Form Tutor and any extra-curricular activity which you participate in and/or organise.

TO START: January 2027 or asap

CLOSING DATE: Wednesday 2 December 2026 (noon)

INTERVIEWS: w/c Monday 7 December 2026

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

General Teaching Duties

Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures at Luckley House School and provide informative, helpful and accurate reporting to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.



Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses. Keep up to date with research and developments in pedagogy and the subject area.
2. To assist with the development and organisation of your subject.
3. To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities particularly the School's Enrichment Programme.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
9. Be aware of the role of the Board of Governors of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
    - have SEN;
    - are gifted and talented.
    - are not yet fluent in English.
12. To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Head or other members of the Leadership Team.

Health and Safety

1. Be prepared to undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Undertake supervisory duties as part of the general teaching staff rota.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially NQTs and ECTs.



Tutor Responsibilities

1. Take an interest in each tutee, encouraging and challenging as necessary.
2. Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence;
3. Monitor pupil homework and planners;
4. Monitor behaviour, progress and achievement and support pupils as required;
5. Communicate effectively with parents including termly tutor reports;
6. Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff;
7. Support the Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education.
8. This is done through the 4U (PSHE Programme) as guided by the Head of PSHE and Heads of Section.
9. Organise form assemblies
10. Ensure all communications are recorded and BCC'd into Pupil records and to monitor rewards and sanctions of the tutor groups.
11. Attend all school assemblies and to sit with the Form.

Sixth Form Academic Tutor

The Sixth Form tutors are placed with their own designated Tutor groups for the registrations of both Year 12 and 13, for the morning registration session. These will take place in either the study room or one of the classrooms. The Sixth Form attend assembly on Monday every week. Every 3rd Wednesday Sixth Form will have their own assembly and sometimes more, at the discretion of the Head of Sixth Form.

Tuesday, Thursday, and Friday mornings are to be utilised for tutorials or enrichment however, tutors may use non contact time as well to meet with their students.

Each tutor must maintain their students' profiles for their group. This will include recording rewards, sanctions, and comments on behaviour in the school tracking platform (SIMS). A tutor will be allocated a selection of Year 12 students whom they follow for two years through to the end of Year 13. On rare occasions a tutor may pick up a Tutor group in Year 13. Throughout this time, they are encouraged to organise themselves and their tutees to have academic tutorial meetings and discussion as a minimum of once a fortnight. During these meetings they are to discuss academic progress, monitor celebratory work as well as any cause for concerns from subject staff, as well as offer pastoral care and guidance for the next stage of their lives after Luckley. Sometimes this quota will not be met due to the needs of others in the group. Each Tutor will prepare and write an academic reference for each student to support an application to UCAS, Apprenticeships schemes and/or employment. Tutors will also support students with Personal Statements. Each Tutor should be pro-active in contacting parents and subject teachers to further support students and keep parents informed of progress, pastoral and academic support. This is to help forge a partnership between parents and tutors.

The Head and Assistant Head of Sixth Form will also help identify students who would benefit from weekly mentoring sessions and will liaise with tutors to provide this provision. The Head and Assistant Head of Sixth Form can be accessed by the tutors and tutees if needed, to offer support to particularly challenging situations. Tutors will be expected to attend a tutor group meeting once per half term during the Monday assembly slot or at the discretion of the Head of Sixth Form. Tutors are expected where possible to attend all Sixth Form, initiatives, and residential trips.





PERSON SPECIFICATION

The successful candidate will bring the following qualifications, knowledge, skills, experience and personal attributes to the role.

Qualifications

- A good honours degree in a subject relevant to the teaching aspects of the role.
- PGCE or equivalent that gives QTS.

Knowledge/Skills/ Abilities

- An excellent knowledge and understanding of subject area.
- An awareness of curriculum issues relating to subject area.
- The ability to manage the performance of others, including the use of appropriate procedures.
- Well-organised and able to plan creatively and effectively.
- Able to use ICT to enhance learning and teaching. Skilled at fostering both independent and collaborative student-led learning.
- Able to engage, enthuse and motivate pupils of all abilities and enable every child to fulfil their potential.
- Able to communicate effectively with pupils, parents and staff in an appropriate way.
- Ability to teach English up to and including GCSE is essential.

Personal Qualities / Disposition

- An inspirational teacher and an outstanding classroom practitioner who is committed to raising the achievements of our students.
- Passionate about teaching Music and able to instil a love of this subject in our pupils.
- Committed to delivering high quality teaching and learning.
- Able to embrace change and new initiatives in teaching.
- Able to work well collaboratively as part of a team; to share best practice and contribute to subject decision-making.
- Keen to engage in high quality CPD.
- Has high expectations of students and their behaviour.

Background/ Experience

- Experience of teaching English up to and including GCSE is essential

Other

- A commitment to safeguarding and promoting the welfare of children and young people.
- A strong commitment to the principles of equality, diversity, and inclusion.
- Empathy with the Christian ethos of the School.







Luckley
HOUSE SCHOOL

HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

Applications should be submitted via our website at https://www.luckleyhouseschool.org/about-us/work-for-us/

Closing date: Wednesday 2 December 2026 (noon)

We reserve the right to interview and appoint before the closing date.