

Teacher of English

Candidate Brief



Halliford
School
SHEPPERTON

Awarded a Significant Strength for Pupil Leadership - ISI November 2025





Come as you are. Go as all you can be.

About the Role

Embark on an extraordinary journey as a Teacher of English at Halliford School, where your passion for the subject will inspire young minds and make a lasting impact. This is a highly coveted role that builds upon our outstanding reputation for English, providing an exceptional opportunity for a knowledgeable and dynamic individual like you.

At Halliford School, we pride ourselves on our commitment to nurturing students' skills in reading, writing, speaking, and listening. Our English Department boasts an impressive track record, with a 100% success rate in both English Language and English Literature. As a key member of our dedicated team, you will play a pivotal role in helping students of all abilities achieve their full potential.

Our close-knit English Department comprises four full-time members who collaborate harmoniously to ensure the best possible outcomes for our students. Located in the air-conditioned Woodward Building, you will have convenient access to the Learning Resource Centre and state-of-the-art facilities.

Beyond the classroom, co-curricular activities and trips are integral to our Department's ethos. You will have the chance to organise theatre trips, encourage participation in creative writing competitions, and spearhead the Debating Club. Halliford School takes pride in its successful public speaking

teams, with participants often reaching the final rounds of prestigious competitions such as the Youth Speaks Public Speaking Competition.

In Years 7 to 9, students are taught in mixed-ability groups, engaging with a diverse range of fiction and non-fiction texts. Your innovative teaching strategies will help students develop presentation skills, creative writing techniques, and analytical prowess. Our thoughtfully designed curriculum lays a solid foundation for students' transition to KS4.

In Years 10 and 11, students follow the Edexcel IGCSE Language and English Literature specifications. You will guide them through the set Anthology and oversee the completion of two coursework essays. Your expertise will ensure they excel in their studies and acquire a deep appreciation for the subject.

At the Sixth Form level, our Department offers English Literature A Level, an engaging course that fosters critical thinking and creativity. You will inspire students to explore a broad range of texts, cultivating a love for literature and nurturing their intellectual curiosity.

Seize this unparalleled opportunity to become a part of the warm-hearted Halliford School community. Join us in shaping the minds of future leaders and fostering a lifelong love for the English language and literature. Apply now and embark on a rewarding career journey like no other.



Role Description

Salary

The post holder will be paid on the appropriate point of the Halliford School Teacher's Pay Scale. We provide a competitive pay package along with excellent benefits.

Lines of Responsibility

The Teacher of English is directly responsible to the Head of English on curriculum matters and the relevant Head of House for pastoral issues.

Key Responsibilities

The basic duties of a teacher are outlined in the Staff Handbook and include the role of form tutor. All members of staff are expected to contribute to the rich co-curricular life of the school.

Teaching & Learning

- Teach English as required from Key Stage 3 to A Level.
- Plan high-quality lessons in accordance with the departmental Scheme of Work
- Take full account of students' prior levels of attainment and use this along with available academic data to inform planning
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all lessons and activities

- Set appropriate and challenging goals for all students
- Identify and work appropriately with those students with Special Educational Needs and Disabilities and Exceptional Performers
- Organise and deliver English clinics / drop-in sessions, as required.
- Communicate effectively with parents
- Set work when required for absent students and e-mail to parents

Assessment, Recording and Reporting

- Keep accurate and regular records of students' work
- Mark and return work set, including homework in line with the departmental and whole school policies and within an agreed and reasonable time
- Carry out assessment programmes as agreed by the Head of Department and Deputy Head Academic
- Complete detailed full written reports and grade cards in line with the whole school reporting schedule
- Attend parents' evening as required and keep parents regularly updated about their child's performance and targets.



Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School
- Prepare suitable classroom and departmental display material
- Organise and participate in educational visits, departmental events and 3 Saturday marketing days
- Participate once a week as a member of the staff duty team
- Participate In Academic Collaboration Week and the Saturday Adventure Series (a School marketing day)

Pastoral

- Undertake the duties of a form tutor within one of the school houses
- Develop positive working relationships and lines of communication with the members of your tutor group and their parents / guardians
- Deliver the school's PSHE programme to your tutor group with the support of the Head of PSHE
- Ensure you deliver the very highest levels of Safeguarding and Child protection at all times

Performance Review and Development

The teacher will be part of the School's Performance Review and Development programme. They will be assigned an appraiser (usually the Head of Department) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.





Subject Delivery

Essential

Desirable

Primary means of assessment

Have a good Honours Degree in English	●	Application Form
Evidence of qualification to teach English to A Level	●	Application Form
Demonstrate they have maintained an up-to-date knowledge of subject and teaching methodologies	●	Supporting Letter / Application Form
Have a good understanding of assessment and public examinations	●	Supporting Letter
Have Qualified Teacher Status / PGCE or be willing to undertake this qualification at the School	●	Application Form
Have high expectations of students	●	Interview
Be able to communicate effectively with students age 11 - 18	●	Interview
Be able to communicate effectively with colleagues	●	Interview
Work well as part of a small and dedicated team	●	Interview
Have a good range of teaching strategies to foster excellence	●	Interview
Be able to effectively use data to help students achieve their full potential	●	Supporting Letter
Demonstrate knowledge of how to plan for effective learning with a range of teaching strategies	●	Interview
Ability to prioritise effectively	●	Interview
A professional approach, which inspires confidence in students and parents	●	Interview
Mark effectively and provide developmental feedback	●	Interview
Excellent written and ICT skills (Microsoft Office) to gain participation and encourage learning	●	Interview
Evidence of excellent behaviour management strategies and the ability to set a culture of high expectations for students	●	Interview



Whole School

Essential Desirable Primary means of assessment

Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times



Interview

Understanding Special Educational Needs and an ability to implement individual education plans as required to enable all students to successfully access the curriculum



Supporting Letter / Interview

The ability to deal effectively and sensitively with the needs of parents / guardians



Interview

A commitment and willingness to engage in the wider co-curricular life of the school



Supporting Letter / Interview

A positive motivation to work with young people



Interview

Emotional resilience and a good sense of humour



Interview

How to find us



**Halliford
School**
SHEPPERTON

Independent Senior Day School
Boys 11-18 Years • Girls 16-18 Years

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