



A M E S B U R Y





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**Teacher of English (Part-Time up to 0.6 to be discussed at interview)
Maternity Cover
Up to two terms
September 2025 start**

Dear Prospective Applicant,

Strong literacy skills are fundamental to unlocking lifelong learning and employment opportunities for all children. In our search for a part-time English teacher (maternity cover), we seek an individual who inspires students in their lessons and champions literacy across our wider school community. A great English teacher not only prepares children for senior school entrance but also fosters a love for literature and language, promoting reading for pleasure, creative writing, effective communication, and a curiosity for language. If you share this vision for the teaching of English, we warmly invite you to apply for the post.

As English plays a crucial role in preparing our pupils for entrance examinations, we recognise the importance of balancing academic rigor with fostering a genuine passion for the subject. We are committed to supporting you in delivering innovative and stimulating English lessons that not only equip students with the necessary skills for examinations but also nurture their love for literature, language, and communication.

The English Department is a happy, collaborative and supportive one. We meet formally at regular intervals every term to discuss pupil progress, share teaching and learning strategies and developments, and reflect on our practice. More informally, we can often be found in one another's classrooms, talking about teaching ideas, resources and books we've read!

Amesbury Prep School, nestled in the beautiful countryside near Hindhead, Surrey, is a vibrant co-educational preparatory school catering to approximately 320 children aged between 9 months and 13. Our school prides itself on providing a friendly and inclusive environment where staff members embody a 'work hard, play hard' ethos. While we strive for excellence and embrace healthy competition in our educational endeavours, we also uphold values of compassion, inclusivity, and social responsibility.

At Amesbury, we are committed to embracing digital tools to enhance education. We encourage all staff members to demonstrate competence and a willingness to further develop their digital skills, integrating them effectively into teaching, learning, and administrative activities aligned with their role.

We are looking for a teacher who sees their role extending beyond the classroom, actively engaging with the school community. If you are passionate about English education and share our commitment to providing a holistic and enriching learning experience for our students, we encourage you to apply for this post.



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JOB DESCRIPTION

Teacher of English (Part-Time) Maternity Cover Up to two terms

School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported, and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes, and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance, and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

The Role

1. Teach an agreed timetable.
2. Work closely with the Head of Department on a day-to-day basis to support the strong culture of the subject throughout the school.
3. Work collaboratively with other colleagues.
4. Actively support the smooth running of the department on a day-to-day basis.
5. Implement effectively all safeguarding and child protection policies and practices.

Reporting

1. This teacher is appointed by the Head, and reports to the Head of Department.
2. The Head of Department is responsible for this teacher's appraisal.



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Specific Responsibilities

1. Share responsibility for teaching a selection of classes from Year 5 to Year 8, providing appropriate levels of support and challenge for all pupils.
2. Be a subject coordinator for a specific year group, leading the medium term and weekly planning with the English team and incorporating methods and resources that enable all children to learn effectively.
3. Be responsible for specific classes and to complete regular reports, assessments and monitoring as agreed by the department and the school.
4. Ensure that assessment data is used effectively to inform curriculum planning, thereby ensuring that lessons are appropriately differentiated for every pupil.
5. Inform the Head of Department promptly of any concerns in relation to the progress of any child and provide feedback for the Head of Learning Support and other external professionals when necessary.
6. Work closely with the Learning Support teachers to ensure a joined-up approach to target setting and to ensure every child makes progress.
7. Successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee-paying school. In particular, to actively promote good school/home relationships and to maintain high levels of communication with parents with regards to academic issues.
8. Carry out supervisory duties at lunch and playtimes as well as cover lessons as required.
9. Actively participate in all aspects of marketing the department as directed by the Head of Marketing including the effective use of notice boards, calendar entries, parental curriculum evenings etc. Reporting of events in newsletters and when appropriate, external media agencies e.g. newspapers, TV and radio.
10. Be responsible for such tasks and attendance at such functions as are deemed appropriate given the nature of the role, for example keeping up to date records monitoring and assessing the progress of all classes taught, contributing to the school's reporting system, communicating professionally with parents, attendance at parent meetings, staff training, setting, marking and the moderation of examinations.



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11. Work collaboratively with colleagues in the department to enrich the English curriculum through wider co-curricular activities (trips, visitors, events) linked to the subject.
12. Attend staff training and INSET days as per the School Calendar.
13. Report damage, wear and tear of classrooms, tables and chairs, boards, etc., to the Bursar's Office and to ensure that the departmental workspace is kept clean and tidy in co-operation with Duty Staff.
14. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Head.
15. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.

Person Specification

As a part-time English Teacher (Maternity Cover), you will ideally:

1. Possess excellent verbal and digital communication skills to represent our school effectively to parents and staff.
2. Demonstrate empathy, understanding, and patience with pupils, parents, and staff.
3. Work well both independently and collaboratively, with the spirit of departmental teamwork.
4. Exhibit excellent time management and organisational skills.
5. Have a secure knowledge of the English subject area and inspire a passion for learning
6. Have a good understanding of current theory and pedagogy of best practice in teaching and learning.
7. Make positive and comprehensive contributions to other areas of the school.
8. Display keen pastoral intuition.
9. Embrace and embody the ethos and values of the school, maintaining the highest standards of professional conduct.
10. Approach your work with professionalism, enthusiasm and pride.



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Child Protection / Safeguarding

Amesbury is dedicated to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and undergo enhanced DBS checks.

If you require any further information or wish to discuss the role in more detail, please do not hesitate to contact me. We look forward to welcoming a dynamic and passionate individual to our team.

An application form can be found at [Careers - Amesbury School](#)

Warm regards,

Gavin Franklin