



CHARTERHOUSE

Teacher of English (FTC)

Job Description

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Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink that reads "Alex Peterken". The signature is fluid and cursive.

Dr Alex Peterken
Head

About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse

Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and teamwork.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE
CHARTERHOUSE
RESPONSIBILITY
MORAL COURAGE
OPEN-MINDEDNESS
KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

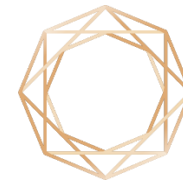
Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.

“ Dynamic and energetically ambitious ”

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

**“ Crackling with dynamism,
this is a place where things
are always happening ”**

- TATLER SCHOOLS GUIDE 2023



Teacher of English

We are seeking a well-qualified, experienced graduate for January 2026 to join our vibrant department to cover leave of absence for two terms until the end of Summer Term 2026 (with the possibility of extension). The position of Second in Department would be available for a suitably qualified and experienced candidate.



English at Charterhouse

All pupils in the Under School (Years 9-11) take the GCSEs in English Language and Literature – around 190 candidates per year. There are eight or nine teaching groups in each Under School year.

Typically, 30-40 pupils take English Literature A Level in each of Lower and Upper Sixth, following the OCR A Level English Literature course which allows great teaching flexibility and encourages a rigorous and wide-ranging approach. In addition, all pupils who take the IB Diploma Programme must study English at either Higher or Standard Level; the course fosters an approach to literature that is internationally-minded and culturally sensitive, whilst also building the skills of oral and written analysis in response to a diverse range of challenging texts. Both A Level and IB Diploma Programme courses are terminally assessed but include coursework components.

There is also much extra-curricular activity in the subject, including creative writing, literature and film and play-reading societies, and Under School and Specialist reading groups. There is an annual Recitation Competition, a programme of visiting speakers and writers, and frequent excursions to the theatre. There is also a long and established tradition of rigorous Oxbridge preparation within the department.

The Department currently comprises twelve full-time staff members and is dedicated to academic excellence as well as innovative, creative teaching. English teachers are encouraged to develop their own teaching methods, create bespoke materials, and pursue specialised interests, while also collaborating closely with colleagues across different departments.

Overall Purpose and Responsibilities

The successful candidate will have a deep-rooted passion for the subject and be highly capable in communicating this to pupils. We seek a committed, forward-thinking individual who is open to innovation, responds well to feedback, rises to challenges and is keen to develop their ideas and professional practice.

Teachers of English at Charterhouse are responsible, through the Head of English, for maximising the progress of all pupils they teach, enabling them to become committed and successful learners. Integral to this is the promotion of the Charterhouse values – responsibility, moral courage, perseverance, open-mindedness, kindness – so that, alongside developing their learning, pupils acquire the attitudes, skills, and knowledge required to make a positive contribution to society.

As well as teaching inspiring lessons, the successful candidate is expected to play an active role in the life of the department and contribute towards the School's co-curricular programme and pastoral activities. Subsidised school accommodation may be available for the right candidate.

The main duties and responsibilities will include the following:

Curriculum

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week following the departmental Scheme of Work taking due account of opportunities for stretching the highest-attaining, SEN considerations and the setting of Banco (prep) and regular testing.
- Set and mark work in accordance with School and department policies.
- Monitor national and international curriculum developments and keeping members of the department informed as appropriate.
- Maintain accurate records of pupils' attainment and academic progress.
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Head (Academic).

Rooms and Resources

- Working with other department members, ensure that departmental areas provide a stimulating and attractive learning environment which projects a positive image of the department.
- Working with other department members, ensure classrooms and associated areas are secure, safe, and orderly for pupils.
- Be aware of and ensure compliance with all Health and Safety requirements, in particular complying with the departmental risk assessment processes.
- Assist in the development, delivery and supervision of academic enrichment activities such as extra-curricular projects and subject-related societies.
- Ensure that lessons are covered and work is set when absent, in conjunction with the Head of English.
- Share resources and 'best practice' with the rest of the department.



Communication

- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks.
- Maintain up-to-date written documentation of such monitoring.
- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and parents' briefings.
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face).
- Liaise with other staff as necessary and follow protocols for pupils who decide to change their option subjects.
- Actively participate in the promotion of the School, e.g. on open days.

Professional Development

- Show evidence of and a continuing interest in professional and personal development.
- Participate in the Professional Development Review (appraisal) system.

Additional Responsibilities

- Be available to cover for absences both inside and outside the department as reasonably required by the Head of Department and/or the Deputy Head Academic.
- Assist the Head of Department with the marking of scholarship, Common Entrance and other examinations.
- Uphold and promote the values of Charterhouse to help pupils develop the attitudes, skills, knowledge, and values necessary for making a positive contribution to society.
- Actively engage in promoting the School both within the community and, when reasonably required, beyond it.

Pastoral Care

- Play a full part in the pastoral responsibilities associated with working in a boarding school, seeking to keep all pupils safe, secure and supported during their time at Charterhouse.
- Act as a Tutor, supporting the overall development of pupils in their academic, pastoral and co-curricular lives at the School. Tutors are all attached to a boarding house and will undertake weekly evening House duties and School-wide supervision duties as required.

Co-curricular Responsibilities

- Participate fully in leading and supporting co-curricular activities provided for pupils.
- Promote and assist with the development, delivery and supervision of pastoral and academic enrichment activities such as co-curricular projects and subject-related societies.
- As a full boarding school, with a broad co-curricular offering, candidates with the relevant skills, ability and experience to contribute to these aspects of the School are of particular interest. Please make reference to these areas in support of your application.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position.



Person Specification

Qualifications

Essential: a good Honours degree relevant to the teaching aspect of the role

Desirable: a recognised teaching qualification, such as a PGCE

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- demonstrating and sharing a knowledge of English Literature and Language, with an intuitive awareness of classroom management skills and an appropriate rapport with pupils
- being able to understand and demonstrate outstanding teaching ability within a co-educational environment
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- communicating concepts in English articulately, positively and sensitively to pupils of different abilities and ages, developing a working relationship of mutual trust and respect
- being able to design every lesson individually, to a high standard, conforming to the scheme of work laid out in the department's working document.

Personal Competencies / Skills

- high levels of literacy, enthusiasm and confidence, and a good level of humour when necessary
- awareness of different pupils' educational needs and able to direct teaching and learning appropriately.
- patience and enjoyment of attention to detail
- a genuine preparedness to contribute to the wider life of a boarding School, with the ability, skills and experience to contribute to the School's co-curricular activities
- possession of keyboard skills and an ability to demonstrate a working knowledge of Microsoft Office, or equivalent, and constructive use of other technology
- ability to use an appropriate range of resources and strategies in teaching, to facilitate good learning

Application Process

**Closing date for applications is 12 noon on Thursday, 6 November 2025.
Interviews will be held shortly after the closing date.**

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

[Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Georgia Galton-Ayling (Head of English) would be very happy to talk with you. Please contact her by email (gga@charterhouse.org.uk) to arrange a mutually convenient time.

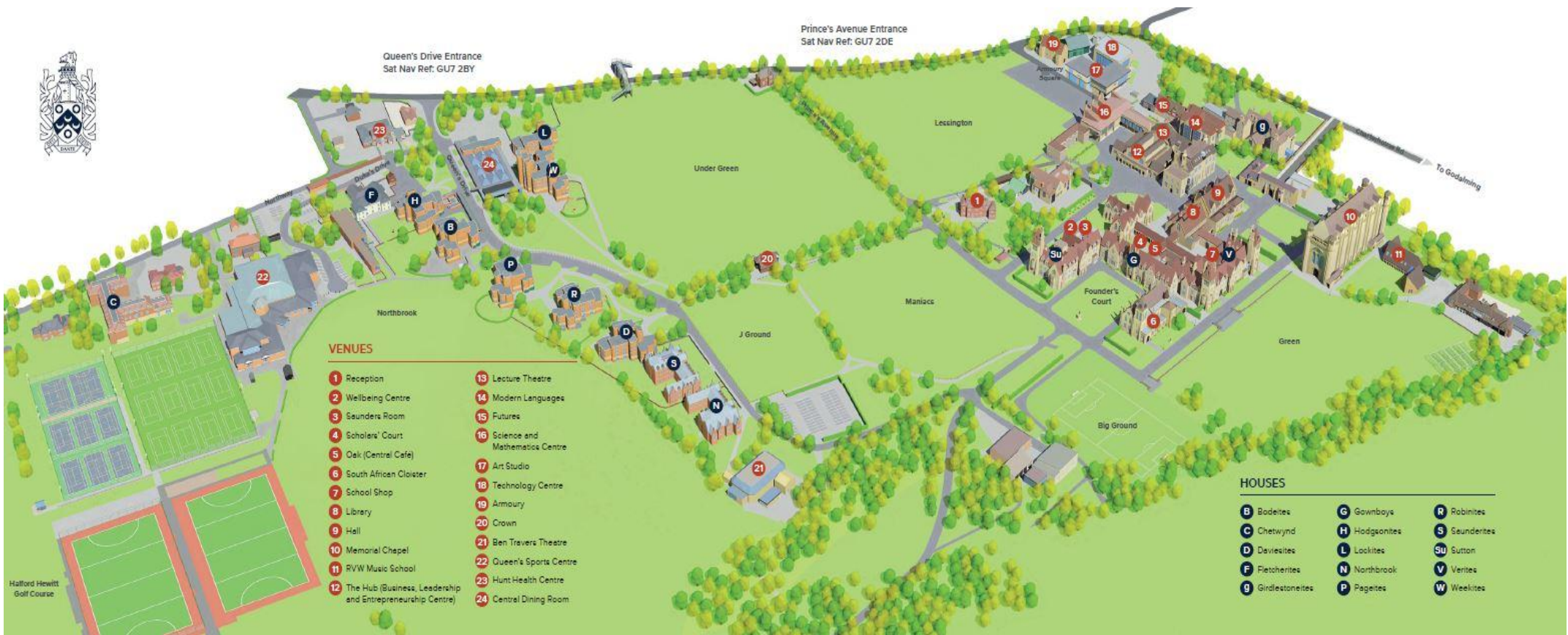


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charterhouse.org.uk

Registered Charity 312054

The Charterhouse Campus



VENUES

- | | |
|---|-----------------------------------|
| 1 Reception | 13 Lecture Theatre |
| 2 Wellbeing Centre | 14 Modern Languages |
| 3 Saunders Room | 15 Futures |
| 4 Scholars' Court | 16 Science and Mathematics Centre |
| 5 Oak (Central Cafe) | 17 Art Studio |
| 6 South African Cloister | 18 Technology Centre |
| 7 School Shop | 19 Armoury |
| 8 Library | 20 Crown |
| 9 Hall | 21 Ben Travers Theatre |
| 10 Memorial Chapel | 22 Queen's Sports Centre |
| 11 RVW Music School | 23 Hunt Health Centre |
| 12 The Hub (Business, Leadership and Entrepreneurship Centre) | 24 Central Dining Room |

HOUSES

- | | | |
|------------------|--------------|---------------|
| B Badeltes | G Gowboys | R Robinets |
| C Chetwynd | H Hedgeontes | S Seunderetes |
| D Daviesites | L Lookites | SU Sutton |
| F Fletcherites | N Northbrook | V Verites |
| G Girlestoneites | P Pageites | W Weekites |

Hatford Hewitt Golf Course