



ARNOLD LODGE

4-18 Co-educational Independent Day School



Head of English Faculty

September 2025



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ARNOLD LODGE

Head of English

School Mission:

**To develop the
happiness,
confidence and skills
of each pupil so they
can be successful in
their aspirations.**



ARNOLD LODGE

Head of English

An introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for grade 9s or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year. Our GCSE & A Level results are exceptional with significant value added for pupils. In this way, we focus on the progress of every child and have significant impact on the academic outcomes for pupils as reflected in our TES Independent School Awards 2020 shortlisting for Senior School of the year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



Arnold Lodge's Ethos

- > Every child in school should feel happy, safe and confident
- > Every child should have the opportunity to develop and be valued for their individual strengths
- > Every child should make the most academic and emotional progress they can in a supportive and positive environment
- > Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

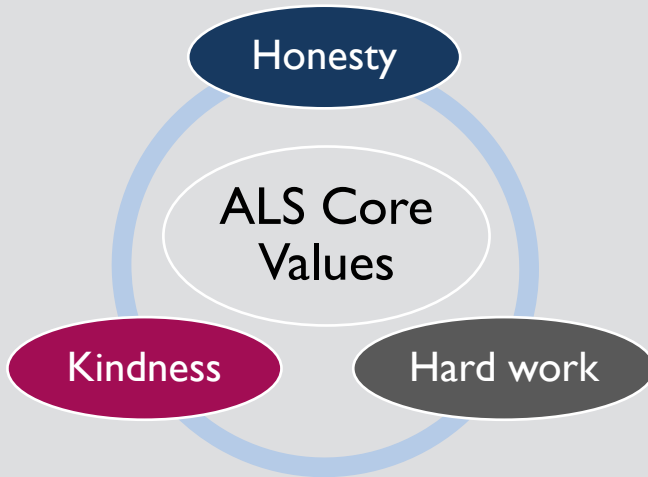
Though we are an academically selective school, academic study at Arnold Lodge is not about pressure, percentages and statistics; it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in English and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or mathematicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



ARNOLD LODGE

Head of English

Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

Our core values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same (as well as also having the chance to earn points towards house competitions as well!).

For us, a child should not be judged by the things out of their control. A pupil doesn't decide to be the quickest runner nor do they decide to be the most talented mathematician. While we're proud of the exceptional achievements of the pupils at Arnold Lodge, we believe that we should value most the *choice* that a child makes to be hard working, the *choice* to be honest and the *choice* to be kind because it's only from these choices that success and achievements grow.

In this way, we expect exceptional things from all children because *every child* can choose to be honest, can choose to be hard working and can choose to be kind. By valuing the choices of pupils first and building an attitude to learning and an approach to school based on honesty, hard work and kindness, we can have high expectations for every pupil and all to be successful in their aspirations.

VERITAS



Live the school values; don't just talk about them

Embrace, don't resent, other opinions

Be honest with yourself first

Do the right thing at the right time

AMICUS



Forgive mistakes; we all make them

Respect everyone and their contribution

Smile. Help others smile, too

Be grateful for the kindness of others

DEDICAS



Always give your best

Be ready to put in the work that isn't seen

Inspire others by aspiring to be your best

Only expect from others what you are willing to put in





Head of English Faculty

Required for September 2025

Job Start: September 2025 (or sooner, for the right candidate)

Pay Scale: £32,500 to £48,000 [plus additional £5,000 leadership responsibility payment]

The Post: Applications are welcomed for the position of Head of English Faculty. We are looking for a talented and passionate leader to lead the Faculty which comprises English, Media, History & Politics. In the role, you will lead on English whilst also ensuring the highest standards for the wider subjects from Year 7 to Year 13. Taking the leadership of our English Faculty, the successful candidate will have the chance to shape the curriculum within their faculty throughout the school.

If you'd like to know more before applying please contact us via reception@arnoldlodge.com / 01926 778050 or visit www.arnoldlodge.com for the full information pack, application form and the job specification.

Applications: Applications should be addressed to the Headteacher, Mr D Preston. Applications by email are acceptable though the TES online application is preferred. Should you wish to apply by email, please send these to reception@arnoldlodge.com addressed for the attention of Mr D Preston. All applications must contain the following:

- A fully completed application form (ideally TES Online though the ALS version can be found on the school website – www.arnoldlodge.com – under 'general information').
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so. If applicants wish to submit an additional CV or supplementary documents (such as an executive summary), you are most welcome to do so.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification from childcare disclaimer (ALS is 4-18) before any appointment is confirmed. ALS may undertake online searches of shortlisted candidates as part of due diligence checks.



Job Description – Head of English

Summary of the Role To act as a Head of English

Line Manager Deputy Head: Academic

Liaising with SLT, ELT, Teaching and Support Staff (Nursery/Junior/Senior School)

Key responsibilities	<ul style="list-style-type: none">• Teach effective lessons ensuring pupil progress• To write reports about pupils and their needs, as requested by the Headteacher• To promote and foster constructive home/school partnerships; to attend Parents' Meetings and liaise with parents as and when necessary• To maintain and develop a positive working relationship with all members of staff; to attend/deliver INSET and liaise and cooperate with colleagues on whole school matters• To share responsibility with all colleagues for the pupils' pastoral care and safety, including duties in accordance with prepared rotas• To demonstrate a commitment to personal, professional development• To show commitment to and cooperate in the process of Performance Review/Appraisal/QA• To run at least one extra-curricular clubs, extension or enrichment activity• To carry out such other duties as may reasonably be required by the Headteacher
Monitoring, Assessment, Recording and Reporting	<ul style="list-style-type: none">• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;• Mark and monitor pupils' work and set targets for progress;• Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;• Undertake assessment of students as requested by examination bodies, departmental and school procedures including administration matters related to coursework or similar assessment tasks such as standardised testing;• Liaise with the Headteacher over examination entry requirements including decisions as to tier of entry;• Prepare and present informative reports to parents as required;• Undertake assessment of students and participate in the school's system reporting to parents.
Pastoral Duties	<ul style="list-style-type: none">• Liaise with the Headteacher and Designated Safeguarding Lead and other colleagues to ensure the implementation of the school's pastoral system;• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;• Contribute to the preparation of Action Plans and progress files and other reports;• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;• Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
Quality Assurance	<ul style="list-style-type: none">• Engage in the process of target setting at individual and school level and provide support towards their achievement• Promote high standards of teaching, learning and assessment and participate in school monitoring and evaluation procedures as a member of the Extended Leadership Team
Additional Duties	<ul style="list-style-type: none">• General administrative functions as and when required• To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Headteacher

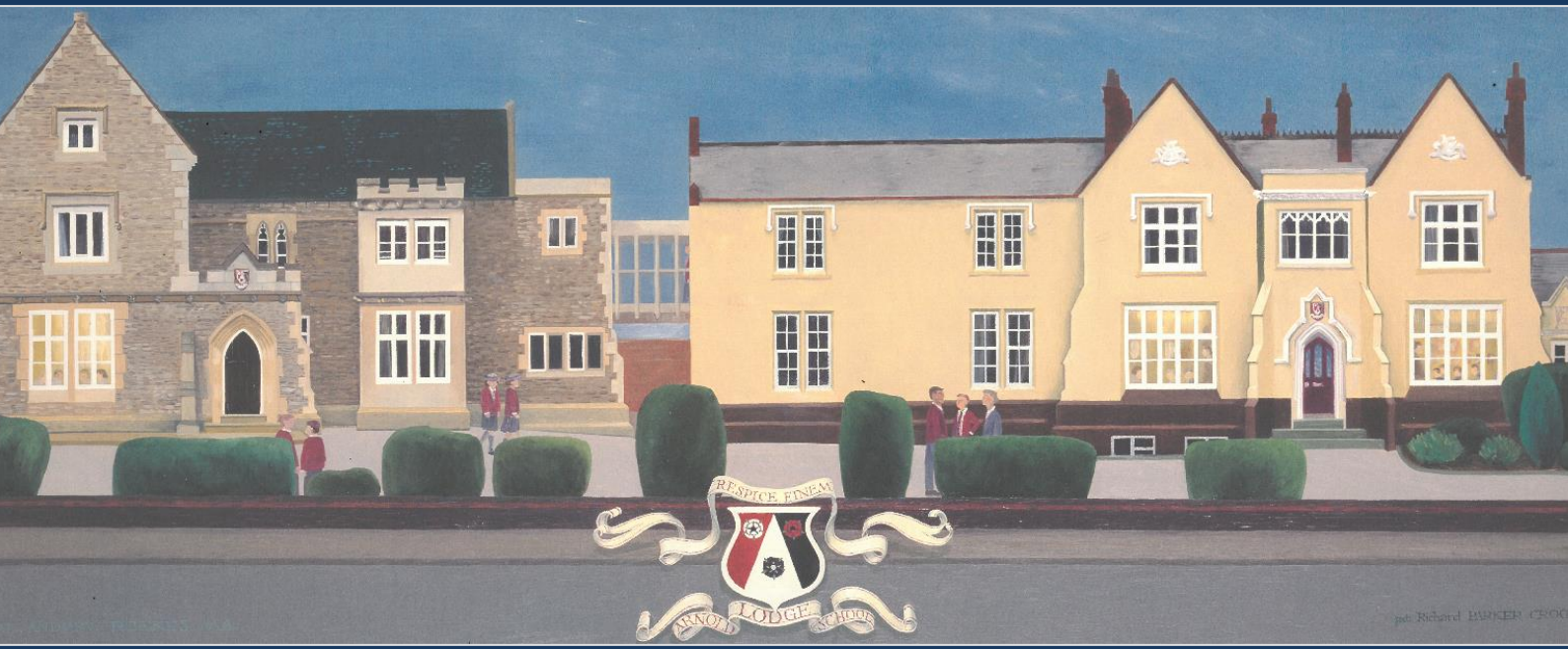
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



Person Specification – Head of English Faculty

The successful candidate is likely to be able to demonstrate a high number of the following:

- Qualifications & Experience**
 - A good honours degree in an appropriate discipline
 - Teaching qualification
 - Evidence of continuing professional development
 - Experience of successful delivery of English up to KS5
 - Leadership experience of a subject (or other demonstrable school impact)
- Skills**
 - Excellent verbal and written communication skills
 - Excellent teaching skills with a genuine interest in teaching & learning
 - The ability to work effectively with all stakeholders
 - Ability to maintain a high work rate and to juggle a range of tasks with competing priorities
 - Excellent IT skills
 - High level of administrative efficiency
- Personal Qualities**
 - Ability to think creatively and demonstrate initiative, dealing calmly with situations
 - Warmth in relationships with adults and children
 - Honesty, integrity and excellent judgement
 - Understand and respect the principles of confidentiality
 - Hold unwaveringly high professional standards and expectations of self and others
 - Willingness to learn new ways of thinking and an ability to reflect and improve
 - A high level of emotional intelligence and resilience with a high level of optimism
 - A good sense of humour and a sense of perspective
 - A willingness to “get involved” to get the job done
 - Effectiveness and energy in investigating and implementing positive change
- Ethos & Attitude**
 - Committed to safeguarding and promoting the welfare of children and young people
 - Commitment and belief in the ethos and to the values of Arnold Lodge School
 - Ambition & belief to develop the school with the imagination to spot new opportunities





How to Apply

As outlined earlier in the job information pack, applications should be addressed to the Headteacher, Mr D Preston. We encourage applicants to apply via [tes.com](https://www.tes.com) and use the TES application form.

We know that applying for a new role is an important decision and so we encourage applicants to visit the school and take the chance to see if ALS would be a good fit for your next move. Please do contact Mrs Neesha Bawa (nbawa@arnoldlodge.com) to arrange a chance to have a tour of the school with Mr Preston (Headteacher) or Mrs Sweetman (Head of School).

All candidates invited to interview must bring with them:

Education / Professional qualifications

- Relevant Qualification Certificates as listed on your application form.

Proof of current address

- Utility bill or financial statement showing your current name and address, dated within the last three months.

Proof of ID and Right to Work in the UK

- Current UK passport showing you are a British Citizen
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And, where possible:

- An official document giving your permanent National Insurance Number
- If available, your current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

At least one document must be photographic proof of identification.

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Applicant Information Pack

15-17 Kenilworth Road, Leamington Spa, Warwickshire, CV32 5TW

T: 01926 778050 E: admissions@arnoldlodge.com W: www.arnoldlodge.com