
Job Description

Job Title: Middle & Senior School English Teacher (Maternity Cover from September 2026)

Reporting to: Head of English

The School

Set in the idyllic Cotswolds, Kitebrook Preparatory School provides an outstanding all-round co-educational education where children are allowed to develop at their own pace in a happy and supportive environment that inspires self-confidence and a sense of independence. The pupils move on to a range of academically selective senior schools with a range of Scholarship offers.

Purpose of the Position

In addition to those professional responsibilities which are required of all classroom teachers in the school, the post holder's key responsibility will be to focus on raising the standards of teaching, learning, achievement, and attainment for pupils in English, along with ensuring top standards of the environment and care of the children prevail. The post holder is expected to fully support the school's vision, ethos, and policies.

Responsibilities & Duties

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below, but not limited to:

- To undertake teaching responsibility in the English Department
 - To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying English
 - To ensure the best possible progress and outcomes for pupils
 - To develop and secure excellent practice in relation to marking, assessment, and feedback
 - To manage resources for lessons planned
 - Mark pupils according to the school Marking Policy
 - Communicate with and keep parents informed of their child's progress
 - Attend Department meetings
 - To liaise with others in the department, sharing best practice
 - To liaise with the Learning Support Department, ensuring that the needs of all pupils are met
 - To communicate with other schools, as applicable
 - Liaise regularly with the Leadership Team to develop learning and pupil outcomes
 - Take responsibility for planning inspiring and engaging lessons
 - Maintain evidence of achievement and pastoral development of pupils
 - Keep a tidy, organised, and purposeful classroom with bright and meaningful displays
 - To support the teaching practice and professional development of others
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Teaching

- To teach English within the Middle and Senior School (Years 5-8), as timetabled, including preparing pupils for Common Entrance and Scholarship examinations
- To keep appropriate lesson plans and records
- To monitor and review the progress of pupils through regular assessment
- To prepare for and attend Parents' Meetings
- The willingness to teach Relationships, Health and Citizenship would be an advantage.
- To take an active part in the extra-curricular life of the school and its pupils
- Assist with cover requirements, where necessary
- Any other duties as commensurate with the post that the Headmaster may from time to time ask the Teacher to perform.

Pastoral care

- To share in the responsibility of the pastoral care, well-being, and discipline of all pupils at Kitebrook Preparatory School
- Form Tutor

Public Relations

- To be readily and enthusiastically available to parents, displaying approachability and professionalism at all times.

Other

- To comply with, and adhere to, agreed Whole School policies as set out in the Staff Handbook.
- To assist pupils with the preparation for examinations
- Liaise effectively with other staff when planning and running events

Work Environment

This is an opportunity for a talented, energetic, and professional person to join our team and to contribute fully to the future development and continuous improvement of the English Department at Kitebrook Preparatory School. The appointed teacher should also be supportive of our school values, mission, and growth mindset aims.

The school is set in an idyllic rural location with fantastic views of the surrounding countryside. You will join a vibrant team offering a diverse skill set. A Chromebook is issued upon appointment to enable all duties to be fulfilled efficiently using the Google Platform.

Person Specification

The successful candidate will be able to demonstrate strong classroom management as well as teamwork skills. A Growth Mindset is essential, along with a flexible approach to tasks, and an ability to work hard and complete all tasks to a high standard. Excellent communication, organisation, and delegation skills are required.

Kitebrook Preparatory School is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to Radley Schools Group; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.

Essential	Desirable
Evidence of successful, inspiring and innovative teaching at all levels	Excellent knowledge of ISEB 13+ Common Entrance English syllabus and a track record of excellent results would be an advantage
Evidence of commitment to a wide range of co-curricular activities	Recent GCSE teaching experience would be an advantage
Experience of collaborating with colleagues	
Recent KS2/KS3 teaching experience	

Skills

Essential	Desirable
Inspiring and enthusiastic teacher of English	An ability to balance workload and home life
Ability to lead, inspire and support pupils and colleagues	Positive, enthusiastic and energetic approach to life
Excellent organisational and administrative skills	
Excellent ICT skills with spreadsheets and experience of data analysis	
Ability to forge links with parents, the wider community and local partnerships	
Demonstrate strong team-playing skills	
Demonstrate a reflective and flexible approach	

Education, Academic Qualifications

Essential	Desirable
Good honours degree	Evidence of further relevant professional development
A postgraduate teaching qualification, including QTS	
An inspirational teacher with a proven track record of excellence in their Key Stage	

Competencies

Essential	Desirable
The ability to plan, determine, organise and evaluate the English curriculum for Key Stages 2 & 3	Be willing to participate in the wider extra-curricular life of the School
The ability to initiate, manage and monitor changes and their effects	Knowledge of relevant new developments in the curriculum
The ability to communicate with all staff ensuring the maintenance of proper professional standards	Evidence of a commitment to professional development
Proven track record of high levels of personal and professional integrity	
Ability to exercise discretion and confidentiality	
A willingness to work with others, and the ability and readiness to adopt a flexible approach as dictated by circumstances	
Proven track record of high expectations for pupil attainment, personal development and conduct	
Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences	
Experience of dealing effectively with parents	
Ability to display personal warmth to gain the confidence of pupils, staff and parents	
Ability to display high standards of personal presence and presentation	

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