



Job Description

Post title: Teacher of English	
Department: English	Date compiled: July 2025
Salary: On the Oakham School Teaching Payscale	Term Time only: 32 weeks per annum Hours per week: 45
<p>Immediate line manager: Head of English</p> <p>Job purpose:</p> <ul style="list-style-type: none">We are seeking to appoint an academically well-qualified, full-time English teacher to join a hugely successful and collaborative English department, in January 2026. The person appointed should have high professional standards, enthusiasm, energy and a clear sense of teamwork. Key qualities also include demonstrable subject and classroom competence, combined with a flair for inspiring our pupils. Strong administrative and organisational skills are vital in such a busy department, and the ability to work flexibly and take initiative within the team will be important. We are always committed to enhancing our approach to English and would welcome a new colleague with innovative ideas to share. Confidence in the use of ICT in the classroom is vital. <p>Principal duties and responsibilities:</p> <p>The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.</p> <p>Principal Duties</p> <ul style="list-style-type: none">Contribute to the teaching of the department, as set out in the timetablePrepare and deliver academic lessons, taking account of the pupils' abilities within each groupIdentify, encourage and help to realise each pupil's academic potentialEmploy good subject knowledge, become fully acquainted with the appropriate specifications and schemes of work and conduct the requirements thereofBe an excellent ambassador for the subjectAttend departmental meetings, subject meetings and INSET courses as appropriateTake a proportional share of responsibilities for department activities (e.g. trips, societies, lectures) and new initiatives (such as ICT)Manage the classroom environment in a way conducive to successful learning and the maintenance of good pupil discipline, making use of sanctions and rewards in line with school policies;Check the attendance of, and keep necessary academic records for groups taught and apply the School's assessment framework;Maintain an up-to-date knowledge of pupils with special needs by becoming fully familiar with the relevant IEPs;Set and mark a proportional share of the internal examinations, mark coursework, write reports and PR grades according to School Policy;	

- Set and mark work regularly for all pupils, in accordance with departmental guidelines;
- As appropriate, be aware of all departmental and school health and safety requirements including relevant risk assessments.

Other academic responsibilities

- To attend Parent/Teacher meetings.
- When occasion demands, to communicate politely, helpfully, and effectively with parents and guardians.
- To attend In-Service Training and a limited number of whole school events as identified by the Headmaster.
- To participate in the school's scheme of staff appraisal and engage in CPD and Mutual Observation.

General

- Contribute to the collective work of the teaching staff in providing daily duty teams as per the Deputy Head Pastoral's schedule.
- Contribute to the collective work of the teaching staff in providing supervisors for weekly detentions;
- Take a proportional share of examination invigilation;
- Exercise a duty of care to promote the safeguarding and wellbeing of pupils and contribute to the maintenance of a safe and secure school environment.
- Always behave with an awareness of the ambassadorial role that teaching at Oakham entails.
- Participate as appropriate in whole school marketing events, such as open days and activity days.
- Any other duties which may reasonably be requested by the line manager.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

Special requirements:

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Safer Recruitment:

Oakham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School.

Job description drawn up by	Head of English	Date: July 2025
Approved for department by	Human Resources	Date: July 2025