



APPLEBY GRAMMAR SCHOOL

Kindness · Respect · Community



Teacher of English

Applications from candidates with an interest in teaching outside of English, such as humanities/PSHE are welcome

Permanent/0.80FTE – Start date : September 2026

MPS/UPS

Recruitment Information Pack



APPLEBY GRAMMAR SCHOOL

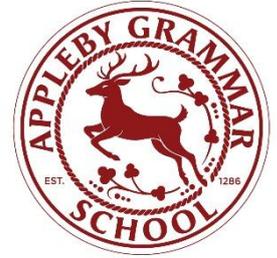
Kindness · Respect · Community

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“Leaders have a clear and ambitious vision for the school.”

OFSTED 2022



Our School Values are Kindness, Respect and Community

What is our Ethos?

- We are renowned for our moral purpose enshrined in our three school values. We believe that everyone can succeed, whatever their circumstances or background, when given a positive climate where all our community are treated with kindness and respect.
- We are committed to supporting the development of our students and our staff, ensuring they have the knowledge and skills to succeed in today's ever-changing world.
- We see our place as being at the heart of the local community and are committed to being an active and positive force in our local area and beyond.

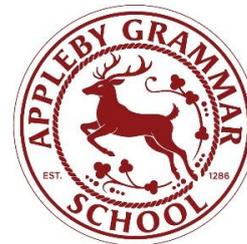
Our Aims for school community are:

- excellent leadership;
- high standards of professionalism;
- a relentless focus on improvement;
- very high standards of behaviour;
- a constant focus on teaching, learning and innovation;
- risk taking and succession planning;

We follow Local Authority admissions criteria and believe that local children should attend local schools, we are not selective and we are fully inclusive. We provide personalised professional development and training combined with an extensive range of career development opportunities; ensuring every colleague feels valued and appreciated.

"Pupils are very committed to their learning and their time in lessons well."

OFSTED 2022



Introduction to AGS

Dear Candidate,

We are a small comprehensive school set in a stunning rural location. The school is an academy with high standards and ambition for all our students. Our school values of Kindness, Respect and Community are lived out day to day.

Our carefully sequenced curriculum is strong and well balanced, with plenty of choice. We are committed to developing every student's particular strengths in an environment in which they can thrive. Appleby Grammar School is a member of the South Lakes Federation which provides support in many areas including networking for our curriculum areas.

As an 11-18 comprehensive school serving families throughout the historic town of Appleby-in-Westmorland, we pride ourselves on the fact that all students thrive in a caring environment and are well motivated and co-operative. Our students are courteous and have a high degree of respect for others. They are proud of their school and enjoy learning.

We are delighted to be recruiting for a Teacher of English. It is a post that is pivotal to the school's future development. Applications from candidates with an interest in teaching outside of English, such as humanities/PSHE are welcome. We can offer you an exciting opportunity to work in a welcoming and supportive environment for students and staff alike.

We seek a person who embraces our school values and is:

- Highly professional and motivated;
- A supportive member of the team;
- Passionate in supporting the learning of young people;

We welcome committed, dynamic and creative applicants with a dedication for inspiring and improving the life chances of young people. We have high expectations of all our staff whether teaching or non-teaching and we value them **all** highly.

This is a very exciting time for the school and for the right candidate. Work started in September 2025 to rebuild our main teaching block and refurbish our current listed school buildings.

If you would like to visit and meet myself, or if I can assist your application process in anyway then please do not hesitate to contact me. The right candidate is the most important outcome for our students.

I look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PJN', written over a horizontal line.

Mr P J Nicholson
Headteacher

“Leaders have designed an ambitious curriculum for pupils, including those with SEND.”

OFSTED 2022



The English Faculty

The English Faculty is on an exciting journey of continued improving academic performance within an engaging and inclusive environment. You would become part of a dynamic team with a shared interest in encouraging the engagement and enjoyment of English within all students.

Staffing

The faculty consists of a Curriculum Leader and three other teachers delivering across the full age range from 11-18.

Resources

We have a suite of classrooms, equipped with high-resolution presentation screens and whiteboards. We also make frequent use of the adjoining computer room and have a wonderful Grade II-listed library with regularly refreshed reading material to support academic study and reading for pleasure.

Curriculum

- Appleby Grammar School operates a 50, 1 hour period timetable over a two-week cycle.
- At KS3, students receive 8 hours of English lesson time over the two-week cycle, and each student is enrolled on the Accelerated Reader programme and reads for 10 minutes during every English lesson. This is also complemented by one rolling hour of reading time per week elsewhere on the timetable.
- At KS4, students receive 8 hours of lesson time over the two-week cycle. Students are entered for Pearson Edexcel GCSE English Language and GCSE English Literature.
- At KS5, students receive 8 hours of lesson time over the two-week cycle. Students are entered for Pearson Edexcel A Level English Literature.

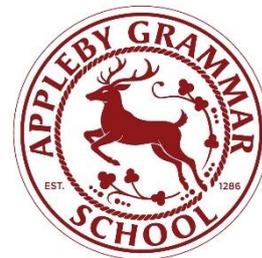
The faculty is well respected, and English is a popular and successful subject within the school. The faculty has a wide range of wider curriculum opportunities for students too, including competitions, educational visits and workshops.

The successful candidate will be expected to demonstrate high quality teaching skills and sound knowledge of all aspects of the subject in their delivery of the curriculum to students of all ages and abilities across the key stages. The school is seeking to appoint a well-qualified, enthusiastic and hardworking classroom teacher and dedicated colleague to assist in developing the English Faculty within the school.

Any applicants are welcome to contact the Curriculum Leader, Mrs Isla Griffiths for further information.

*“The sense of community,
support and care is a strength of
the school.”*

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Job Description & Person Specification

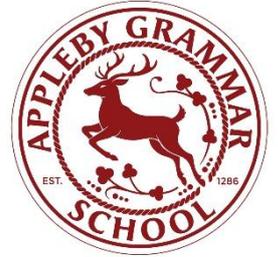
Job Description

Job Title:	Teacher of English
Salary:	MPS/UPS
Hours of work:	Permanent – 0.80 FTE
Department:	English
Responsible to:	Mrs Isla Griffiths – Curriculum Leader of English

Main Duties and Responsibilities:

To teach students English across the full ability range in the school ensuring the highest possible standards of student achievement, personal development and well-being.

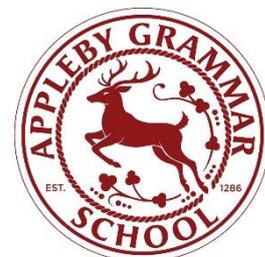
- To promote and be committed to the school aims and objectives
- To maintain and contribute to the development of school policies
- To promote and be committed to securing high expectations for learning and the raising of achievement
- Within school and subject policies, to:
 - set appropriate homework;
 - mark work, assess, record and report student progress;
 - provide a stimulating learning environment;
 - have due regard for maintaining health and safety and security in the area s/he uses;
 - contribute to department and school enrichment programmes.
- To be a form tutor carrying out the associated responsibilities
- To assist with the effective operation of the subject individually and with others:
 - Develop schemes of work, resources, teaching and learning strategies
 - Contribute to team review, monitoring and evaluation, and the development of working practices
 - Participate in working groups and projects
- Taking part in other professional development activities
- Ability and willingness to deliver some Key Stage 3/4 teaching outside of the department if required



Other Specific Duties

- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
- Applications from candidates with an interest in teaching outside of English, such as humanities/PSHE are welcome

This job description is not designed to be an exhaustive list of duties and responsibilities. It represents the current key areas of work. There may be additional duties and responsibilities explicit in the role. Further details can be discussed on interview.



Person Specification – Teacher of English

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
Graduate with qualified teacher status	*		A/C
An Excellent classroom practitioner	*		A/I/R
An awareness of current issues in English	*		A/I
Understanding of health and safety issues and good practice	*		A/I
EXPERIENCE			
Teaching of Key Stage 3, 4 and 5		*	A/I/R
An excellent classroom practitioner that can model best practice	*		A/I/R
SKILLS			
Excellent classroom practitioner	*		A/I/R
Good organisational and personal management skills	*		AF/I
Effective planning and teaching	*		A/I/R
Effective behaviour/classroom management	*		A/I/R
An ability to demand high standards	*		A/I/R
Ability to lead effectively	*		A/I/R
Ability to work independently and be a team player	*		A/I/R
Ability to good working relationships with students and staff	*		A/I/R
Effective time management	*		A/I
The ability to meet deadlines	*		A/I
Good ICT skills	*		A
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Flexible and committed to work across our group of partnership schools	*		A/I
Takes initiative	*		I/R
Is self-motivated	*		I/R
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A/I
A commitment to abide by and promote the school's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A commitment to the ethos and values of the school	*		A/I
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives	*		A/I
An ability to respect sensitive and confidential work	*		I
Commitment to own personal development and learning	*		I
The post holder will require an enhanced DBS	*		C

Key: ESS = Essential; Des = Desirable; MOA = Method of Application; A = Application; I = Interview and assessment; R = Reference; C = Certificate



APPLEBY GRAMMAR SCHOOL

Kindness · Respect · Community

Teacher of English

Required for September 2026

Permanent – 0.80FTE – MPS/UPS

11-18 Mixed Comprehensive Academy: NOR 357

The governors are seeking to appoint an enthusiastic and innovative teacher to contribute fully to the future development of the department and the school.

Teacher of English

The successful candidate will:

- be an inspiring teacher with the skills, confidence and energy to make a positive impact;
- have the ability teach up to KS5 English;
- have the capacity to motivate students and enable them to make sustained progress;
- contribute to the design and provision of an engaging curriculum;
- help foster a culture of high expectations and achievement within the department.

We can offer you:

- the opportunity to join a supportive staff and governing body and work with well-motivated students;
- good facilities and superb location in the Eden Valley with easy access to the Lake District and Yorkshire Dales National Parks;
- the opportunity to join an improving and successful academy with good features.

Further details and a recruitment information pack can be downloaded from the school's website. Informal discussions with the Headteacher about this post are welcome.

- **Application is by completed TES online application form including a statement, outlining the reasons for your application and why you consider yourself a suitable candidate for the role.**
- **The closing date for receipt of completed applications is 4.00pm on Monday 09 February 2026.**
- **Interviews to be held Friday 13 February 2026.**

Please note that if you have not been contacted then you must assume that you have not been shortlisted and your application has been unsuccessful.

Appleby Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to completion of satisfactory employment vetting checks in accordance with statutory guidance Keeping Children Safe in Education, September 2025.

Headteacher: Mr P J Nicholson

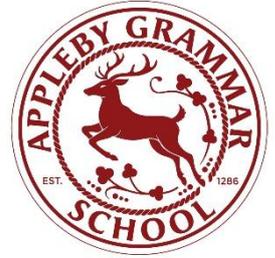
Battlebarrow, Appleby-in-Westmorland, Cumbria CA16 6XU

T: 017683 51580 E: admin@appleby.cumbria.sch.uk

www.appleby.cumbria.sch.uk



Appleby Grammar School is a charitable company limited by guarantee in England and Wales with company number 07698461
Registered office: Appleby Grammar School, Battlebarrow, Appleby, Cumbria CA16 6XU



Privacy Notice – Job Applicants

1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **individuals applying for jobs at our school**.

We, Appleby Grammar School, Battlebarrow, Appleby, Cumbria, CA16 6XU – 017683 51580, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Darren Hobson (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store, and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

- a) Enable us to establish relevant experience and qualifications
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Enable equalities monitoring
- d) Ensure that appropriate access arrangements can be provided for candidates that require them

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of 3a, 3b, 3c and 3d above, in accordance with the 'public task' basis – we need to process data to fulfil some of our statutory functions as a school.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights

- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our Record Keeping and Retention Policy sets out how long we keep information about job applicants. You can view or obtain a copy of the policy on our website or from the school office.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

7.1 Transferring data internationally

We may share personal information about you with international third parties, where different data protection legislation applies. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Darren Hobson
Appleby Grammar School
Battlebarrow
Appleby
Cumbria
CA16 6XU
Tel: 017683 51580
Email: admin@appleby.cumbria.sch.uk