

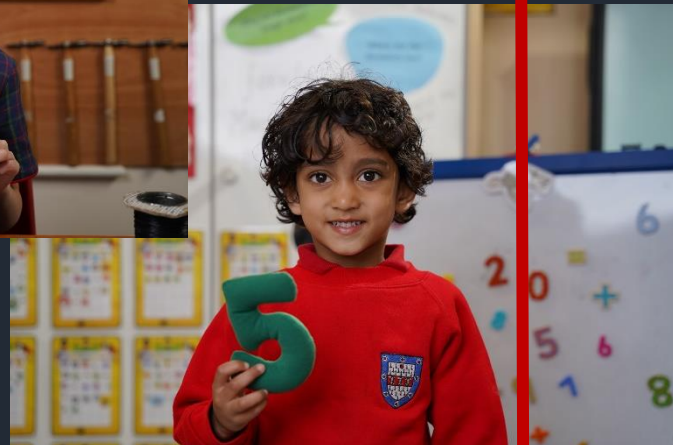


WOODBIDGE
SCHOOL

Work With Us

Teacher of English

Application Pack



Teacher of English

Full or Part time, Permanent
Starting 1st September 2025
Salary: £31,343 to £46,114 FTE per annum
Pro rata for part time

We are looking for an inspirational Teacher of English to join us on a permanent basis, due to a retirement in the English Department, starting in September 2025.

We are keen to ensure that we get the right candidate for this role, who will join a very supportive and successful department. We are therefore open to applications from candidates seeking a full time role and part time role of 0.8 FTE.

This is an ideal post for a candidate who is embarking on their first Teacher role or to broaden their experience within a supportive environment which will allow them to excel. The successful applicant will have a passion for the subject and will be capable of teaching up to and including English Literature A level.

Woodbridge School is one of the top academic schools in Suffolk, located in a beautiful part of the county, yet only one hour 20 minutes from London.

You will be expected to:

- Prepare and deliver challenging and stimulating lessons, with due regard to pupils' individual needs across the Senior School, age range 11 to 18.
- Set high standards and encourage all pupils to achieve their full potential.
- Show a genuine interest in the English curriculum and demonstrate excellent communication skills and assist with enrichment activities.

This is an outstanding opportunity to contribute to a school with a strong sense of community and a rich extra-curricular programme.

We would welcome applications from Early Career Teachers or experienced teachers who are committed to providing a high-quality learning experience for all students.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/> .

Closing date: 27 February 2025

Interview: W/C 3 March 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



Job Description

Job Title: Teacher of English	
Department: English	
Hours: Full or Part Time	Accountable to: Head of English
Job Purpose: Teachers are expected to provide excellent standards of teaching, learning and pastoral support, whilst also contributing to the extra-curricular life of the school.	
Key Responsibilities (Academic): Encourage pupils to appreciate the value of their subject and provide them with appropriate knowledge, understanding and skills. This will encompass: <ul style="list-style-type: none">• Preparing and teaching challenging and stimulating lessons, with due regard to pupils' individual needs across the ability range.• Maximising pupils' learning and teaching experiences in your classes, setting high expectations.• Regularly setting and marking homework, with clear feedback for pupils as to how to improve.• Engaging in informal lesson observation and participating in the exchange of good practice.• Engaging in other out-of-class activities to consolidate and extend the knowledge of pupils.• Preparing pupils for examinations.• Researching new topic areas, maintaining up to date subject knowledge and devising/writing new curriculum materials as required.• Working within the departmental framework as a member of the team, contributing to meetings and departmental activities.• Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy; and,• Selecting and using a range of different learning resources, including IT to provide variety in teaching methods and to stimulate learning.	
Key Responsibilities (Pastoral): <ul style="list-style-type: none">• Carrying out tutoring duties as assigned by the School.• Creating and maintaining strong, supportive relationships with staff, parents/carers, pupils and the community.• Contributing to the formal and informal pastoral, spiritual, moral, social and health-related education of pupils through the pastoral system and beyond.• Keeping up to date with safeguarding knowledge and legislation in relation to working with and protecting pupils; and,• Contributing to the wider, extra-curricular life of pupils and of the School.	
Wider Responsibilities: <ul style="list-style-type: none">• Being responsible for personal professional development through the appraisal system and CPD.• Being cognisant of, and having empathy with, the aims and objectives of the School;	

- Participating in 'standard' occasions, e.g. Speech Day, Open Day and parents' evenings, meetings, INSET, etc.; and,
- Undertaking any other reasonable and relevant duties in accordance with the changing needs of the School.

This job description is not exhaustive, and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

General Responsibilities

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection Statement

Woodbridge School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

Person Specification

Education and Qualifications	Essential	Desirable
Qualified Teacher Status (QTS) and or PGCE or working towards	√	
Educated to Degree level	√	
Evidence of recent training or CPD	√	
Knowledge and Experience		
The ability to teach GCSE English and English Literature A level	√	
The ability to teach English at KS3	√	
A good awareness of the latest research on teaching and learning and how it can be successfully implemented;	√	
Skills		
The ability to work co-operatively with others to inspire and motivate.	√	
Clarity of thought and excellent organisational skills.	√	
Energetic and enthusiastic with the ability to maintain and create strong, supportive relationships with staff, parents, carers and pupils	√	
Aspirational and empathetic, holding a genuine belief in the potential of every pupil.	√	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.	√	
Personal Qualities		
Willingness and ability to be flexible and open to change	√	
Ability to relate to staff, students, and parents/carers	√	
Demonstrate a 'can do' attitude	√	
Work well with the team but also able to work effectively alone	√	
Ability to remain calm and function well under pressure	√	
Committed and willing to be fully engaged in the whole life of the school, including extra-curricular activities	√	
Other		
Driving licence		√

Benefit Statement

Pension	Teachers' Pension Scheme, subject to Total Pay and Benefits approach – further details can be provided on request.
Sick Pay	Company Sick Pay.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Other Benefits	<ul style="list-style-type: none">• Free parking.• Complimentary lunch is available when the Dining Room is in operation.• Access to the Employee Assistance Programme.

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating "Teacher of English" in the title line to:

recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road Woodbridge
Suffolk
IP12 4JJ

Within your application, please also state what your preferred working arrangements would be if you were successful in this role, either full time, or 0.8.

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.