



# MOYLES COURT SCHOOL

## Teacher of English

*We are looking to appoint an exceptional teacher of English to join our outstanding team from September 2025*

*Moyles Court is a co-educational day and boarding school from 3 to 16 years. It is a thriving, friendly and happy school with a strong belief in traditional family values. Class sizes are small, and the school prides itself on the individual attention it is able to give to all of its pupils. As part of a dynamic and popular team, you will be expected to enthuse, engage and inspire our pupils within our beautiful New Forest setting. The ideal candidate must be willing to contribute to the life of this very happy and busy school.*

### English at Moyles Court School

Moyles Court wishes to appoint a full time Teacher of English from September 2025 to join our thriving and expanding school. The successful candidate will have a genuine passion for English and a desire to inspire this in others. They must be enthusiastic about encouraging pupils at all ability levels both in curricular and extra-curricular topics, and willing to get involved as a positive member of our school community. This post is an exciting opportunity to join our fantastic staff team. Working closely with our Head of English, the post holder would be expected to teach English Language and Literature from Year 7 up to GCSE level.



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<b>Job Title</b>	Teacher of English
<b>Reports to</b>	Deputy Headmaster / Headmaster
<b>Line management</b>	n/a
<b>Full Time/Part Time</b>	Full Time
<b>Starting Salary</b>	Dependant on qualifications and experience
<b>School fee remission</b>	Staff fee remission is granted in accordance with the provision at the time of commencing employment at Moyles Court School
<b>Other benefits</b>	<p>During term time staff are provided with free lunch in the School Dining Room and tea and coffee at break times</p> <p>Small Class sizes</p> <p>Idyllic New Forest location</p> <p>A School that places Well-Being at its heart</p>

## **Specific Duties and Responsibilities for the Teacher of English**

### **Management & Administration Responsibilities**

- To manage the work of the department, to update and evaluate specifications and schemes of work. To encourage inter-departmental co-operation and to contribute to the development of cross-curricular links, to promote the contribution of the department to the achievement of the school's agreed aims and objectives.
- To lead and co-ordinate the work within the department in conjunction with key staff, including the Deputy Head, The Exams Officer and the SENCO.
- Within the framework of the school's overall policy, to instigate and monitor the departmental policies and actions for assessment, differentiation in teaching and learning, use of ICT, recording and reporting on the progress of pupils within the department.
- To attend staff development courses where appropriate and contribute to training in school.
- To work with the School Business Manager to budget accurately, order and supervise all equipment and stock for the department with accurate record keeping.
- To allocate pupils to appropriate teaching groups within the department if required and to prepare lists of these for the Deputy Head.
- To keep abreast of developments and regulations in the teaching of Geography and to keep other members of the curriculum group, Head and Deputy Head informed of these.
- To confer with the Head/ Deputy Head over timetabling matters concerning the department.
- To prepare information for GCSE entries including, after consultation with the Head/Deputy Head, parents and pupils, individual decisions about the level of paper to be entered.
- To submit grade assessments, estimated grades, etc. as required by the Board.

### **Teaching and Learning Responsibilities**

- Teach students according to their educational needs.
- Act in pursuance of the school's stated aims
- Be familiar with and apply the contents of key procedures and Teaching and Learning Policies.
- Set and mark appropriate work for pupils, both in class and for homework, to assess progress and inform future learning.
- Plan and prepare courses and lessons and contribute to the whole school's planning activities and strategic objectives.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework (prep).
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to date information.

- Attend Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.
- To take an active role in after school activities (one club or activity per week), including some weekend activities and trips

### **Pastoral Care Responsibilities**

- To act as support to a form teacher in the Senior School
- Consult with other tutors and House staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- Supervision duties assisting in the boarding house one evening a week, term time, from 5pm - 9pm (pro rata for part time staff)
- To undertake 1 Saturday morning activity per term from 10.00am 1.00pm (pro rata for part time staff)

### **Responsibilities as a Member of the Moyles Court Community**

- Contribute to the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the School is always promoted positively;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in supervisory duties as published on the staff notice board.
- Be familiar with the school's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.
- Undertake any other key tasks which the Head may reasonably assign.



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### Person Specification

It is expected that the Teacher of English will possess the following attributes and skills:

### Relevant Skills and/or Aptitudes

- A passionate and enthusiastic teacher
- A good pass in a relevant degree
- A post-graduate teaching qualification
- Proof of successful teaching to GCSE level in English
- An empathy with the ethos of Moyles Court School.
- An ability to relate to children/young adults aged between 3 and 16
- Ability to recognise and respond to pupils' needs
- Ability to gain confidence and support of parents
- Excellent interpersonal skills
- Of good appearance and presentation
- Adaptability and flexibility
- Excellent time management and organisational abilities
- Professional, friendly, diplomatic and patient approach
- Experience of working as an effective team member (perhaps but not necessarily as a leader), inspiring colleagues and pupils to high expectations and standards
- An enthusiastic and approachable nature
- A good sense of humour and an optimistic, resilient style when faced with pressure
- The ability to develop good working relationships with all members of the School community
- A well organised and resourceful approach to their work and have the ability to meet deadlines
- Be proactive in all areas of responsibility and show a positive 'can do' attitude
- Think and plan strategically, showing a positive attitude to personal development and training
- The ability to teach Drama to KS2 and 3 could be an advantage but not essential.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

## **How to apply**

Application forms should be completed and addressed to the Headmaster, Mr. Craig Wardle, and should be sent to Mrs. Lorraine Stoddart, Moyles Court School, Ringwood, Hampshire, BH24 3NF or via email to [School.Manager@moylescourt.co.uk](mailto:School.Manager@moylescourt.co.uk)

Applications will be considered on receipt but should be received no later than **Friday 9<sup>th</sup> May**.

Moyles Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

## **Equal Opportunities**

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.