

# English Teacher



ARNOLD  
HOUSE  
SCHOOL

## APPLICATION PACK

THE ROLE	English Teacher
START DATE	September 2025
REPORTING TO	Head of English
PACKAGE	Competitive salary and pension



## WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of English Teacher at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened an Early Years department a short walk away at Marlborough Place. We now have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best

interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all

boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Reports can be downloaded from: [www.arnoldhouse.co.uk/isi-inspection-reports](http://www.arnoldhouse.co.uk/isi-inspection-reports)

## THE ENGLISH DEPARTMENT AND THE ROLE

### The English Department

The English department at Arnold House seeks primarily to develop a love of reading, introducing boys to a wide range of fiction and non-fiction, both contemporary and classic. In doing so, we encourage the emotional and spiritual development of students through reflection, critical thinking, debate, writing, research and drama.

Boys learn to write accurately and stylishly, in a range of forms, for a range of purposes, often using technology as a tool for research. As well as fostering the habit of independent reading, boys learn to express themselves orally with confidence. Imagination is at the heart of our curriculum.

English and Drama are closely linked at Arnold House, with boys able to take part in many opportunities to bring dramatic productions to life, and to write and perform their own material, as seen at the recent Year 8 Comedy Night.

The Library is central to life at Arnold House, too, with boys having dedicated reading lessons from Years 1-6. Library duties and places on the prestigious Kids' Lit Quiz team are sought after.

English is taught by form teachers in the junior part of the school, whereas from Year 4 until Year 8 boys are taught in three sets per year, allowing more individual attention. Boys are prepared for Common Entrance and Scholarship exams in English at the end of Year 8.

### Summary of the Role

We are looking for an enthusiastic and committed English Teacher to join this vibrant department at Arnold House.

You will teach English to boys from Year 4 to 8 towards Common Entrance and Scholarship exams at the age of 13. The boys are highly motivated and enthusiastic.

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time, access to the cycle to work scheme and a good proportion of non-contact time.

Generous benefits reflect the fact that teachers 'go the extra mile' in a school such as ours by contributing to sports, drama productions, trips, clubs and other activities. All teachers take a share in supervisory duties and enjoy the benefit of a number of non-contact periods each week which they can use for lesson preparation, marking etc.



Staff are appraised regularly and are encouraged to reflect on and develop their practice.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.

## JOB DESCRIPTION

Arnold House 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 English teacher is responsible for the following:

### Teaching

- Planning and preparing courses and lessons;
- Teaching according to the educational needs of the pupils; setting and marking work to be carried out by the pupils in School or elsewhere;
- Assessing, recording and reporting on development, progress and attainment of pupils.

### Other Activities

- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils;
- Providing guidance and advice to pupils on educational and social matters;
- Making records and reports on the personal and social needs of pupils;
- Communicating and consulting with the parents of pupils;
- Communicating and cooperating with people or organisations outside School;
- Participating in meetings arranged for any of the purposes described above;
- Accompanying pupils on trips away from the School.

### Assessment and Reports

- Providing or contributing oral and written assessments, reports and references relating to individuals and groups of pupils.

### Appraisal

- Participating in arrangements for teacher appraisal.

### Training and Development

- Reviewing regularly your methods of teaching and programme of work;

- Participating in arrangements for your professional development.

### Educational Methods

- Advising and cooperating with members of the leadership and management team and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and pastoral care arrangements.

### Behaviour, Health and Safety

- Maintaining good order and behaviour among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

### Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

### Staff Meetings

- Participating in meetings at the School.

### Administration

- Providing administrative and organisational tasks related to such duties as are described above;
- Attending assemblies, registering the attendance of pupils and supervising pupils.

### Flexibility

- You may be occasionally required to undertake other reasonable duties.



## PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Good degree in a relevant subject	✓	
Qualified Teacher Status	✓	
At least one year's experience of teaching English to KS2 or KS3	✓	
Ability to offer a second subject		✓
Evidence of further learning/CPD		✓
Experience of teaching in a prep school to Common Entrance and Scholarship level		✓
TEACHING AND LEARNING, INCLUDING IT SKILLS	ESSENTIAL	DESIRABLE
Evidence of understanding how children learn most effectively	✓	
Confidence in integrating the use of IT into the curriculum	✓	
Evidence of being a reflective practitioner and a desire to keep developing the learning experience of the pupils	✓	
Ability to plan and teach lessons which appeal to the full range of ability levels	✓	
Evidence of excellent marking and feedback to pupils	✓	
Demonstrates a love of teaching	✓	
Excellent attention to detail and pride in the standard of the grounds	✓	

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## HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 3rd March 9am

START DATE: September 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to [recruitment@arnoldhouse.co.uk](mailto:recruitment@arnoldhouse.co.uk) explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

