



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

TEACHER OF ENGLISH
APPLICANT PACK
September 2026

INTRODUCTION

Dear Candidate,

Come and join us!

We are delighted to welcome applications for the role of Teacher of English at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and our ambition is to make Hartford Church of England High School an exceptional place to learn and work. Three years on, we are well on our way to achieving that goal.

The English department is a vibrant, forward-thinking team of passionate educators committed to excellence in teaching and learning. As a new member, you'll be warmly welcomed into a collaborative and supportive environment where experienced and enthusiastic colleagues work together in a specialist English building to inspire students.

With a strong focus on both Key Stage 3 and Key Stage 4, the department is at the forefront of developing engaging and effective approaches to the teaching of English. Our GCSE results consistently reflect the high standards and dedication of the team, with students achieving excellent outcomes year after year. The department is currently leading exciting developments in the teaching of reading, with strategies that are making a measurable impact across the school. This is a fantastic opportunity to be part of a dynamic department that values creativity, professional growth, and student success.

Aside from the English and mainstream curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and SEND hub support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Our school is blessed with exceptional facilities across a large and growing site. We have children who are enthusiastic to learn and who are great to teach. Our school is increasingly oversubscribed and is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Should the successful applicant be an Early Career Teacher, we offer a comprehensive induction and development programme to ensure a successful start to your teaching career. You will join a collaborative and welcoming team of subject specialists who are passionate about sharing expertise and working together to drive improvement. Regular opportunities for mentoring, coaching, and professional development are built into our culture.



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If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience in Science, we want to hear from you!

Should you choose to apply for the role of Teacher of English, I look forward to receiving your application. If you would like to tour the school in the meantime and see more of what working at Hartford Church of England High School has to offer, you are more than welcome to do so. Please contact Sara Morris, our Business Manager: Personnel, to arrange a visit.

Rachel Pickerill
Headteacher



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KEY INFORMATION

Job role: Teacher of English

Starting Date: 1st January 2027

Salary: MPS/UPS

Contract Term: Full-time/Part-time, Permanent/Temporary as appropriate to the requirements of the school and the candidate

Closing Date: Monday 28th September 2026 at 9:00am

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits: For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Teacher Pension Scheme
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym
- Staff events and sporting activities to support the school family system
- Optional staff collective worship
- Daily free tea and coffee as well as other refreshments throughout the school year
- Ample free staff parking including E/V charging points



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JOB DESCRIPTION

Teacher -UPS/MPS

The role of a teacher at Hartford Church of England High School is to contribute to raising standards of achievement and attainment through supporting and embracing the ethos of the school. The teacher will work collaboratively with colleagues to ensure the highest standards of curriculum planning, teaching and behaviour management. They will ensure the standard of education that students receive continually evolves and improves to meet the needs of all children in their lessons. They will have the highest aspirations for the attitudes to learning of all students, ensuring every young person achieves the best possible outcomes.

A teacher at Hartford Church of England High School will be highly motivated and innovative with an ability to enthuse, encourage and inspire staff and young people alike. Prior to their appointment at Hartford Church of England High School, teachers will have gained skills, knowledge and experience in their subject specialism(s). They will have outstanding communication skills possessing the ability to effectively enthuse and challenge young people in equal measure. Good teamwork, the highest of standards, determination and resilience will have been at the core of their success in their education and/or career to date. These skills will be at the heart of their role as teacher at Hartford Church of England High School in the future.

Teaching, Learning and Assessment

Teachers at Hartford Church of England High School are responsible for ensuring that the highest standards of teaching, learning and assessment are provided across their subject specialism(s).

Teachers will:

- Ensure that all students fulfil their potential by creating a culture of high expectations, aspirations, ambitions and scholastic excellence within their lessons
- Have secure and up-to-date subject knowledge and related pedagogies so that teaching and learning is consistently engaging, appropriately challenging and suitably differentiated with all students making at least expected progress. These include SEND, EAL and high attaining students
- Ensure that assessment information is used to plan appropriate teaching and learning strategies, in order that all students make at least good progress and achieve well
- Keep up to date with the assessment requirements and arrangements for the subject(s) taught
- Ensure that spoken and written assessment is both regular and thorough to enable students to make continuous progress
- Apply the school's policy for marking and feedback, providing students with effective feedback and next steps for learning
- Work alongside the Curriculum Leader(s) to implement strategies to address the underperformance of individuals and groups of students
- Set effective and meaningful homework in line with school policy
- Where necessary, provide high quality remote work for students that reflects the school's curriculum
- In line with the school's policy, maintain high standards of behaviour both within the classroom and beyond, consistently and fairly



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- Assist in the development of appropriate schemes of learning and resources for the subject area
- Promote excellent student attendance and punctuality to lessons, ensuring that accurate and prompt registers are taken
- Ensure equality of opportunity and recognition of diversity are promoted through teaching, learning and assessment.

Wider Professional Responsibilities

The Teacher will contribute significantly to the wider running of the school. They will:

- Play a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Support the school in meeting its legal requirements for worship
- Be a reflective practitioner who is both adaptive and committed to improving their practice through appropriate professional development opportunities including mentoring and/or coaching
- Be a positive and professional role model for all students and staff
- Manage and organise the classroom environment efficiently and effectively to ensure that all health and safety regulations are met
- Ensure the effective and efficient deployment of classroom support
- Share good practice across the Faculty and, where appropriate, across the school
- Contribute to the planning and delivery of extra-curricular activities, including contributing to the school's revision programme
- Know, understand and follow whole school policies and apply them consistently, including those relating to safeguarding and well-being, in accordance with statutory provisions and school policy
- Ensure any concerns regarding students' welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff
- Support the pastoral provision within the school by being a form tutor and fulfilling responsibilities as requested by pastoral colleagues
- Attend regular school meetings within the directed time budget
- Carry out supervision duties as directed through the school duty rota
- Liaise effectively with parents, carers and other stakeholders
- Actively engage in the School Appraisal process
- Attend school events and activities as appropriate to the role of teacher of a given subject.



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Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

The functions and specific responsibilities of this job description are to be undertaken in conjunction with the duties of a teacher as defined in the Teachers' Pay and Conditions Document. The responsibilities and duties will be reviewed and modified as any government guidance evolves.



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications and Experience	Degree Teaching Qualification Successful teaching experience, including the teaching of subject to GCSE level Record of excellence in the classroom Contribution to curriculum planning, development and evaluation Strong track record of one's own continuing professional development	Post-graduate certificate Relevant in-service training e.g. relevant NPQ	Application Interview References
Special Aptitudes	Excellent teaching ability, commanding respect of students and colleagues Excellent use of IT in education Ability to generate enthusiasm for the subject(s) and for learning in general Ability to plan, organise, review and adapt Up to date on current educational issues including having a clear understanding of developments in the subject area Experience of leading and/or supporting extra-curricular activities	Ability to innovate and manage change Experience of leading initiatives beyond their own classroom Experience of the role of form tutor	Application References Interview
Interpersonal Skills	Fully committed to the Christian ethos of the school Inspirational Ability to forgive and move on Ability to challenge and support students and staff Excellent spoken and written communication skills	Experience of Using Office 365 and Outlook. Previous experience of using Arbor or similar MIS. Previous experience of using Microsoft Publisher.	Application References Interview



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Interpersonal skills cont...	- High expectations - Commitment to school improvement - Team worker - Independent worker - Resilient under pressure - Excellent attendance - Flexible		
Safeguarding	- Willingness to consent to apply for an enhanced disclosure DBS check - Commitment to demonstration a responsibility for safeguarding promoting the welfare of young people, including the mental health of young people		Application Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and physical wellbeing.

A

ACHIEVING

Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

R

READY

Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

T

TOGETHER

Working together in all things - building a school family characterised by tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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