



LAMBROOK

HEAD OF ENGLISH

Information for Candidates

Required for September 2026



The closing date for applications is 9 am Friday 23 January.

Interviews will take place the following week.

Should we appoint during that time, we reserve the right to close the position early.

CANDIDATE SEARCH

Lambrook is looking for enthusiastic and committed applicants to lead our dynamic and collaborative English Department and to teach English to highly motivated pupils. Our curriculum is exhilarating and enables creative practice for teachers and pupils alike. The School has an enviable reputation for academic and all-round excellence feeding many of the top senior schools in the country. The role is likely to include being a Form Tutor in the Prep School.

Lambrook's English curriculum is based upon the Common Entrance syllabus. Reflecting Lambrook's approach, the syllabus is varied, exciting, topical and under constant collaborative review. We help children to develop their emotional vocabulary as responsive readers, alongside an analytical approach to the author's craft. We encourage ambition and risk-taking in their own work.

Lambrook offers lessons on Saturdays to pupils from Years 5-8, and the successful candidate would be expected to attend Saturday morning school. A half-day will be allocated during the week to compensate for this time.

Key Responsibilities:

Curriculum and Teaching and Learning

- Update and continually improve an exciting and innovative curriculum for Years 6-8 (with the support of colleagues) that stretches and inspires pupils.
- Meet regularly with colleagues in Years 6-8 to share good practice, to carry out CPD and to monitor pupil progress.

Monitoring and Assessment

- Monitor the quality of pupil feedback given to pupils in Years 6-8 through lesson observations, work scrutiny and discussion with pupils.
- Monitor and track the achievement of pupils in Years 6-8 and ensure this data is accurately reflected in half-termly Grades for Achievement.
- Oversee progress of potential scholars in Years 6 and 7 / Scholars in Year 8 and ensure they are being adequately stretched and supported.
- Scrutinise data from standardised tests used by the School, and work with the Assistant Head of Department, the Head of Academic Development and the Head of Learning Development to ensure appropriate levels of challenge and support are in place for pupils across the School.
- Source / create assessments for key tasks and exams for Years 6-8 and oversee their effective administration, marking, moderation and feedback.

Leadership and Developing the Department

- Provide support and advice to members of the department and instil the aims and objectives of the department and the School.
- Liaise with parents as necessary and advise and support members of staff.
- Conduct annual appraisals of members of the department in line with School policy.
- Line Manage the School Librarian.
- Attend weekly Heads of Department meetings, representing the views and ideas of the Department.
- Provide relevant feedback for members of the department following meetings.
- Carry out any follow-up tasks / activities as necessary.

Liaison

- Liaise with the Literacy Lead in the Pre Prep and the Assistant Head of Department to ensure a consistent approach to the curriculum and assessment between the Prep and Pre Prep.
- Work with the Assistant Head of Department to create a process for the smooth transition of information about pupils as they move through the School.

Administration

Run the department Team (with particular reference to Years 6-8) and curate all relevant documentation (including schemes of work, assessment data and resources).

Prepare any necessary documentation for inspection.

Organise relevant trips for pupils (in Years 6-8) linked to their studies (with the support of colleagues) and offer pupils the opportunity to take part in relevant competitions, special days and extension activities throughout the year.

Manage any subject specific online subscriptions and associated roll-over of data (with the support of the IT team). Provide an annual departmental budget for SLT approval and order exercise books / texts etc., allocating and storing resources as needed.

Person Specification

The successful candidate is likely to:

- Have achieved a minimum of good graduate level qualification.
- Be an outstanding classroom practitioner
- Demonstrate a passion for the teaching of English and have the ability to teach to Common Entrance level.
- Have experience in schools, some of that working with children spanning part of the 7-13 age range.
- Be able to evidence commitment to their professional development.
- Enjoy teaching digitally, as well as being familiar with more traditional approaches.
- Demonstrate motivation to work with children with a high regard for their happiness, safety and wellbeing.
- Show willingness to contribute to the extra-curricular life of the School.

The ability to teach English up to Senior School Scholarship level would be an advantage, as would the ability to teach Games to MS or US (age 10-13).

The successful candidate will undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned.

Personal Qualities

- Excellent planning, administration and time management skills.
- The ability to work to deadlines and under pressure.
- First class written, oral and presentational skills.
- Excellent interpersonal skills.



The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Teaching positions for years 5 to 8 are term-time Monday to Saturday morning with a half day off during the week.

THE APPLICATION AND EMPLOYMENT PROCESS

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
- Applications will only be accepted from candidates completing the School's Application Form in full.
-

Any offer to a successful candidate will be conditional upon:

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, were appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

