



## MARLBOROUGH COLLEGE

### Job Description

**POSITION:** English Teacher – Maternity Cover (March 2025)

**DEPARTMENT:** English

**REPORTING TO:** Head of English

**SALARY:** Dependent on Experience

### The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

## **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

## **Key purpose of the role**

The English Department consists of eleven specialist teachers, and academic expectations are high

## **Key Responsibilities**

- be committed to a high level of pedagogical and professional development
- to inspire the pupils' interest in English Literature, and to develop their capacity for reading with confidence, discernment and for pleasure;
- to give the pupils an understanding of the structure of the English language and the confidence to use it fluently and accurately, in both speech and writing, with an appreciation of the functions and varieties of style and register;
- to encourage pupils to develop the capacity and confidence to express themselves in a wide variety of forms;
- to develop and provide excellent teaching and learning opportunities for all pupils, facilitating linguistic and literary development at all levels of ability;
- to engage pupils beyond the confines of the curriculum, and to foster intellectual challenge and debate rather than academic passivity;
- to encourage pupil initiative, responsibility and leadership;
- to prepare pupils for exams and external assessment AND achieve excellent examination results

In the Upper School (Years 12 and 13), pupils follow the Eduqas A Level English Literature syllabus. Many also study Creative Writing in Year 12, working towards an AFA qualification from the Writers' Examination Board.

All pupils in Years 10 and 11 follow the CAIE IGCSE syllabuses syllabus for English Literature (0992) and English Language (0990). In the entry year (Year 9) pupils study English within the framework of "Form" – a combined Arts & Humanities course, taught in groups of 12, that takes the place of English, History and RS. It is likely that the successful applicant may wish to teach this exciting course - see website for further details.

The Department runs many co-curricular activities. Through its extensive programme of visiting writers and performers, lectures, play readings, theatre trips, societies and publications, it provides varied opportunities for pupils of all ages to extend their interests and be made aware that English

is a subject which transcends conventional boundaries. The Department sees this programme of activity as central, not peripheral, to its work and everyone plays a full part in its operation.

### Additional Duties

- Play a full part in the life of the College community, to support its 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
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College
- Carry out duties in accordance with the requirements for Co-Curricular and Pastoral duties
- Promote actively the College's policies and values
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies and undertake risk assessments as appropriate

### Person Specification (Example below)

	Essential	Desirable
<b>Education and qualifications</b>		
Degree educated or relevant and demonstrated experience/ Subject Matter expert.	✓	
Recognised teaching qualification		✓
<b>Knowledge and Experience</b>		
Experience of working in a school or regulated environment		✓
Experience or demonstrated understanding of Safeguarding policies and procedures	✓	
Experience of working in a Boarding/ Residential environment		✓
Experience of using school systems such as ISAMs/ C-POMS		✓
Experience of using Microsoft Office	✓	
<b>Skills and Abilities</b>		
Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	✓	
A willingness to contribute to the pastoral and co-curricular life of the College	✓	
A willingness to undertake continuous professional development	✓	
Excellent verbal and written communications skills	✓	
Approachable and confident demeanour	✓	
Positive and proactive approach with the confidence to support new initiatives	✓	
Flexibility to adjust to change and development	✓	
Ability to work as part of a team, building strong working relationships with all colleagues	✓	
The ability to organise, work independently and problem solve	✓	
Ability to handle confidential information with complete discretion	✓	
Self-motivated and capable of working with minimum direction	✓	

## **Benefits**

The College offers a sector-leading range of benefits for teachers, including:

- pay scales substantially above those in the maintained sector, with salaries set according to qualifications and experience
- \*\*local accommodation or a living out allowance, which is provided as part of the package for the better performance of duties at a full boarding school.
- meals each day in Norwood Hall (term time)
- membership of private Healthcare
- substantial support for professional development
- various high-street discounts within Marlborough high-street with valid staff card
- use of the Colleges Gym and Swimming pool facilities (during designated staff times)

\*\*Accommodation is subject to availability and therefore a living out allowance may be provided as an alternative. Please note that they along with the Private Medical insurance are considered a benefit in kind by HMRC and are therefore subject to tax implications.

## **General Responsibilities**

### **Policies & Procedures**

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### **Safeguarding Statement (Updated Mar 2024)**

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

### **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment

- Moving and Handling
- Online Safety Training
- Induction to Boarding

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

### **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....