



APPLICATION PACK

TEACHER OF ENGLISH

Maternity Cover – One Year Fixed Term – September 2026

HOW TO APPLY

Applications from ECTs or experienced teachers would be equally welcome, as would full or part time working requests.

Please contact the Headteacher's Secretary for an application form and further information at;

- John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL
- Direct telephone: 01507 464308
- Email: f.smith@jstc.org.uk.

Alternatively application packs are available on the JSTC website: (www.jstc.org.uk) About Us / Vacancies.

Prospective candidates are encouraged to visit the school; please contact the Headteacher's Secretary using the above contact details to arrange an appointment.

Completed applications should be emailed to the Headteacher's Secretary f.smith@jstc.org.uk or posted to the school.

Applications must be received by: **9 am on Monday 30 March 2026**

Interviews will be week commencing: Monday 20 April 2026

JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.

JOB DESCRIPTION

Teacher of English (Maternity Cover)

Line managed by: Head of English

Salary: M1 - U3 = £32,916 - £51,048 per annum

Purpose of Role;

- To deliver the taught elements of the English department.
- To support the work of the English department – staff and students.

Role and responsibilities

- To meet the statutory Teachers' Standards.
- To teach English as directed by the Head of English.
- To implement assessment, recording and reporting systems to monitor student progress in accordance with national, school and departmental policy.
- To undertake all necessary exam preparation and administration as required by the Head of Department.
- To share the supervision and development of English teaching areas.
- To attend departmental meetings and INSET sessions.
- To work evenings, open days and whole school events as part of directed time.
- To undergo training to enhance professional practice.
- To engage actively in staff performance development review process.
- To maintain accurate records and registers as required by the department and school.
- To complete relevant documentation to enable accurate tracking of learning, progress and behaviour.
- To use relevant information to inform planning, teaching and learning of students.
- To communicate effectively with parents of students as appropriate.
- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to issues experienced by students – including safeguarding concerns.
- To contribute to PSHCEE and Careers education.
- To teach students according to their educational needs including the setting and marking of work.
- To apply the Behaviour Management systems so that effective learning can take place.
- To mark, assess and give written, verbal and diagnostic feedback as required.
- To continue personal development as identified.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To comply with the school's Health and Safety Policy and undertake assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To exercise a commitment to the school's ethos, vision and values and all school policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Headteacher/SLT.

This job description sets out the duties at the time of drafting but may be amended from time to time without incurring a change in the grading of the post.

PERSON SPECIFICATION

Teacher of English (Maternity Cover)

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

1. Qualifications

- A good Honours degree or higher qualifications
- Qualified Teacher Status or currently completing a course of professional training leading to QTS.
- Any other relevant qualifications specific to the post.

2. Experience

- A proven record of successful classroom teaching
- Experience of teaching across the full age range and ability spectrum.
- School experiences which have provided a thorough preparation for this post.
- Experience of monitoring and evaluating students' progress.
- Experience of initiating implementing and managing development within the subject area would be desirable.
- Form tutor experience would be desirable.

1. Knowledge/Skills

- Knowledge of current educational issues.
- Ability to teach up to GCSE level.
- Administrative skills to support the work of the department.
- Excellent classroom management skills.
- The ability to communicate effectively with students and adults.
- Secure knowledge of current curriculum developments.
- Understanding of the learning process.

2. Personal Qualities

- Commitment to the best interests of the students.
- Willingness to take responsibility.
- Enthusiasm and sense of humour.
- An ability to co-operate with colleagues.
- Reliability and resilience.
- Ability to use a variety of teaching strategies.
- Ability to monitor and evaluate students' progress.
- Excellent written and communication skills.
- Excellent presentation skills and smart appearance.
- Excellent organisation, prioritisation and time management skills.
- Excellent classroom behaviour management skills.
- Ability to use ICT to enhance teaching and learning.

3. Special Requirements

- Commitment to raising standards.
- Commitment to safeguarding and promoting the welfare of young people.
- An enthusiastic and effective team player.

ENGLISH DEPARTMENT INFORMATION

The English department aims to ensure that all students, regardless of their background and prior attainment, make rapid progress through enjoyable and enriching learning experiences. We aim to empower students to be independent, resilient, and confident learners who can articulate complex emotional and cognitive responses.

The English department is an experienced team led by a Head of Department who is also a senior GCSE examiner. We are looking for a Teacher of English for a period of one year to support the staffing needs within the team during a maternity period.

There are currently 8 members of staff within the department, and this includes all specialist teachers. We are a strong, well-established, supportive team comprised of both full-time and part-time specialist teachers who are collaborative and innovative in their approach to teaching and learning. We presently do not have any ECT in the department; however, most of the department were trained at JSTC and we thoroughly enjoy sharing our experience and skills with those new to the profession. We are involved in training English teachers every year.

The department networks with other schools and seek training and development to keep ahead of national developments in English and with changes in the curriculum. Members of the department attend subject exam board training meetings, visit other schools, and contribute to the formation of policy and practice within the department.

All students are taught a five-year curriculum in five or six groups per cohort. Year 7 are currently set academically with sets in other year groups. Class sizes are comparatively low. At KS4 all students study Pearson Edexcel GCSE English Language and Edexcel GCSE English Literature too. A strong programme of literacy provision from entry ensures that all students can enjoy a rich English curriculum, and that no student is left behind.

Lessons are taught in six dedicated rooms within an English block. The rooms are well-sized, bright, and airy. The department is well-resourced with texts, IT facilities, printers, telephones, and interactive whiteboards. Dedicated working spaces are available to staff within the English block; there is a Meeting Room with an IT zone to work in and a comfy seating area to recharge in at breaktime and lunchtime; a staff Learning Hub contains space to work quietly with a lending library of wellbeing and professional resources.

GENERAL INFORMATION

John Spendluffe Technology College Overview

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 650 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

An Attractive Location

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

The School Site

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

Ethos and Values

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

Our Students

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

Committed and Friendly Staff

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

Staff Wellbeing

Teaching is a demanding profession, and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

New Staff Induction

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy teaching with confidence. JSTC offers a comprehensive and personalised induction training programme to all new staff including Academic Mentors, ITT trainees and ECTs. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

Professional Development

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications such as the new suite of NPQs as well as NPQSL, and NPQH. We want our staff to enjoy their teaching, develop their professional practice and flourish in their careers. Our strong team of staff coaches and mentors provides personal and professional support for every stage of a teacher's career.

Staff share strong practice and our unique staff coaching programme provides exciting opportunities in professional research, inquiry, and collaboration. We provide in-house training as we have created strong partnerships with the best and most relevant support.