

Applicant Information Pack

Teacher of English



'Every Individual is in a great school'

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The Priory School

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into Selfless, Self-Assured, and Successful individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join The Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Cal Knight
Headteacher



Additional Information about The Priory School

Set up as a girls' grammar school in 1939, The Priory School became a mixed comprehensive when Priory Boys' Grammar School (now Shrewsbury Sixth Form College) joined in 1980.

The Priory School has a reputation for academic excellence and it is our aim to ensure that every child is encouraged to pursue their own personal excellence and provide an education that will encourage students to become lifelong learners. It is also our belief that this can only be achieved if parents, staff and governors work together to ensure the best possible support and provision for each child.



The Priory School encourages students to take on responsibility. In Year 10, students are able to apply for the positions of School Captains. The duties of School Captains and Deputies are various and include them acting as ambassadors for the school, setting an annual theme which is then pursued throughout the whole school. There is also The School Council, which is used to act as an executive body receiving reports from and consulting with different student groups with

specific responsibilities within the school.

The school operates a house system comprising of six houses Attenborough, Frank, King, Hawking, Nightingale and Parks. One form in each year group belongs to one of the houses, which are run entirely by Year 11 students. The activities that they run vary from inter house sports through to fund raising. In March the House Cup is awarded to the winning house.



The Priory School is the lead school for Shropshire and Telford Education Partnership the DfE sponsored Teaching School Hub which covers Shropshire and Telford and Wrekin. We work in collaboration with three other former teaching school alliances to deliver the Early Career Framework, act as an Appropriate Body for Early Career Teachers, deliver the full suite of NPQs, offer School Direct PGCEs through our

wider partnership as well as provide accredited CPD to meet the needs of the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.



Job Description

Title of Post	Teacher of English
Post Status	Permanent
Salary/TLR/ Allowance	MPS to UPS
Reporting to	Faculty Leader - English
Responsible for	The post holder may be responsible for the deployment and supervision of other adults supporting learning within the classroom.

Duties & Responsibilities

Planning, Teaching and Class Management

- Teach allocated pupils by planning their teaching to achieve progression of at least good if not outstanding learning through:
- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Produce relevant documentation to support the learning of students and track their progress e.g. student support plans, seating plans, class data analysis
- Setting tasks which challenge pupils and ensure high levels of interest;
- Effective use of internal and external data, in order to build on prior attainment;
- Identifying SEN, PP and very able pupils and structure appropriately differentiated tasks and activities;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;
- Monitor and intervene to ensure sound learning and discipline;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate their own teaching critically to improve effectiveness;

Monitoring, Assessment, Recording and Reporting :

- Use appropriate internal and external data sets through school systems and procedures to track and monitor the ongoing progress of all students within their classes.
- Devise clear action plans in order to address pupil underachievement;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Prepare and present informative reports to parents;
- Use Arbor to record any homework set.

Other Professional Requirements:

- Work as a House Tutor contributing to the personal development and holistic welfare of our students;(see Priory School House tutor job description)
- Promote and safeguard the welfare of all children they come into contact with;

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the life of the school through effective participation in staff meetings, and House event.
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined.

Subject Specific Responsibilities

- Engage fully in department collaborative planning and working at the direction of the Head of Department;
- Support the Head of Department and colleagues with Departmental Development Priorities;
- Plan and deliver engaging extra-curricular activities and/or trips that enrich the curriculum and encourage wider student participation in school life.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Form Tutor Responsibilities

In addition to the core duties of this role, the postholder will undertake the responsibilities of a Form Tutor, providing high-quality pastoral care and guidance for a designated group of students. This includes:

- Acting as the first point of contact for parents/carers on pastoral matters.
- Registering students accurately and delivering the agreed tutor programme.
- Monitoring attendance, behaviour, and wellbeing, liaising with Heads of House and Student Support teams.
- Promoting participation in house events and extracurricular activities.
- Supporting safeguarding and inclusion by understanding the needs of all tutees, including SEND and disadvantaged students.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • An honours degree or equivalent in English, or an appropriate English related degree. • QTS for Secondary age range 	<ul style="list-style-type: none"> • Higher level or postgraduate qualification in English
Work or relevant experience	<ul style="list-style-type: none"> • Be or have to the potential to be an outstanding classroom practitioner • Recent and successful experience of teaching up to GCSE • Monitoring standards – acknowledge excellence and challenge poor performance • Setting and achieving ambitious goals and challenging targets • An up to date knowledge of ICT and its use within the classroom. • Proven track record of ensuring high attainment and progress scores with students • Successful engagement in trainee teacher target setting or performance management process 	<ul style="list-style-type: none"> • Participation in whole school initiatives • Experience of successfully running extra-curricular activities e.g. creative writing clubs, assistance in clubs outside of subject specialism. • Specialist teaching ability in English at KS3 and 4 but ability to teach outside of specialist field too. • External examination experience
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the characteristics of good and outstanding teaching and learning • Understanding and commitment to safeguarding procedures • High expectations of students and the ability to ensure that all students needs are met • Understanding of a broad range of current relevant education issues/initiatives 	<ul style="list-style-type: none"> • Knowledge of successful intervention strategies • Extensive curriculum knowledge • Experience of planning, implementing and evaluating successful strategies for school improvement with regard to the English curriculum. • Experience in a range of different contexts

Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Ability to interpret and analyse class data to track and monitor student performance. • The ability to build positive relationships with colleagues, students and parents 	
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and passionate about English • Sets high standards for themselves and their students including safety • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Is able to organise and meet deadlines • Is able to work under pressure • Has the capacity to evaluate their own performance and strive for excellence • Ability to research, disseminate and deliver innovative approaches to teaching and learning across English. 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

- ✓ Unbeatable Pension Scheme

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

- ✓ Holiday

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

- ✓ Saving Scheme

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

- ✓ Support for you and your family

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

- ✓ Your wellbeing

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health,

parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ Online GP Service

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ We've always got you covered

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ Cycle to work scheme

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ Home and Electronics Scheme

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ Awards for long service

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ Career Progression

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ Additional Perks

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free

Application & Appointment Process

An application form is available on the school website <https://priory.tpstrust.co.uk/contact-us/current-vacancies/>. Please complete and return completed applications to pri-hr@pri.318education.co.uk

For more information or to arrange an informal conversation, contact HR at pri-hr@pri.318education.co.uk.

Application Deadline: 10am Monday 13th April 2026

Interview Date: Friday 17th April 2026

Submit Applications to: pri-hr@pri.318education.co.uk

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.