



Key Stage 2 Class Teacher (One Year Contract)

This is a fantastic opportunity for a dynamic, driven and innovative individual to join this high-performing and superbly resourced Preparatory School. We are the largest tied house Prep School in the country and we pride ourselves on knowing and delivering an outstanding all-round education to every child.

We are seeking to appoint a well-qualified individual to join our teaching staff as a Class Teacher in Key Stage Two for one year whilst a member of staff is on maternity leave.

The Prep school is currently transitioning to the International Baccalaureate Primary Years Programme (PYP), an exciting curriculum framework that places pupils at the centre of their learning. All staff receive in-depth training on the PYP Framework and are well supported by the Pedagogical Leadership Team. Staff at the Prep school enjoy being in regular dialogue about teaching practices and curriculum design. We plan collaboratively in order to continue our own professional learning and to bring about the best education possible for the pupils.

Job Purpose

The role of Class Teacher involves teaching English and maths as well as other subjects as directed by the Deputy Head (Academic). The ability to teach Spanish, science, or design technology (including food) is desirable but not essential. At the heart of the Class Teacher role is delivering excellent pastoral care for the pupils and taking the time to know each pupil as an individual.

All of our teaching staff are versatile in terms of which subjects they teach and are prepared to undertake the planning and delivery for a range of different subjects if required. All teachers actively contribute to our Co-Curricular programme and our Pastoral work.

Report to

Head of Year

Contacts

Head of Prep, Deputy Head (Academic), Deputy Head (Staffing, Co-curricular and Operations), Head of Year and subject leaders.

Key Responsibilities & Accountabilities

All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas listed here are by no means an exhaustive list nor inclusive of all possible areas of responsibility.

Class Teacher:

- Be the first point of call for your Form Group having carefully built trust through getting to know each pupil
- Check-in daily with all members of your Form Group to support their well-being
- Undertake regular communication with parents whether that is in person, by phone or by email
- Plan and deliver Form Time activities that contribute to the personal development of pupils
- Liaise closely with the Head of Year and participate in Year Team meetings.

Teacher:

- Inspire pupils in the limitless potential of learning
- Plan, prepare and deliver interesting and engaging lessons
- Maintain an orderly, positive, and purposeful atmosphere when teaching
- Contribute to departmental schemes of work, engaging fully with the IB PYP approach and any other curriculum initiatives
- Assess, record and report on the development, progress, and attainment of pupils
- Help pupils develop as independent learners
- Share good practice amongst colleagues
- Communicate and consult effectively with parents and any relevant outside bodies or agencies.

All Staff:

- Undertake supervision and cover duties as required
- Actively participate in Prep School events such as Open Days, year group celebrations and admissions tours
- Contribute to the Co-Curricular Programme, including the House system
- Support all areas of Pastoral work through an active approach to the well-being of pupils and colleagues.

Apply now →

**Person Specification:**

- Possesses a record of excellent classroom practice
- The ability to secure high standards of pupil achievement and behaviour
- Possess the passion and drive for raising standards of teaching and learning
- High levels of honesty and integrity in aspects of their role
- Demonstrate empathy, humility and genuine care about staff and children, taking time to support, guide and motivate them
- Think strategically and be able to take the initiative
- Show commitment to staff development and the School's appraisal process
- Demonstrate high standards of written and oral communication and excellent interpersonal skills
- Be confident presenting to Parents and Staff
- Be IT literate.

The successful candidate will be deeply committed to the development of every pupil at the Prep School.

To find out more about this role please contact the HR Department at recruitment@brentwood.essex.sch.uk who will put you in touch with the Deputy Head Academic or relevant leader.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Child Protection Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

Safeguarding Responsibilities:

- Adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1)
- Communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them
- Use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns)
- Report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Head of the Prep or the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol
- Ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied
- Ensure that registers are completed using iSAMS
- Be aware of the medical and SEND needs of the students in your care and contact the school nurses or Learning Support Department if you have questions
- Be aware of online risks to children including the use of Artificial Intelligence (AI).