



FRANCIS HOLLAND PREPARATORY SCHOOL

KEY STAGE TWO TEACHER
JOB APPLICATION PACK
PERMANENT | FULL-TIME
JANUARY 2027



GENERAL INFORMATION

Francis Holland Preparatory School educates girls from 4-11 in an iconic building on Manresa Road, Chelsea, which offers a wealth of impressive facilities enabling the school to be two form entry with approximately 20 girls per class. We offer excellent academic and pastoral education to girls, including sport, music and other co-curricular activities. Francis Holland Preparatory School is known for its nurturing and friendly environment, and we deliver support and individual attention to all pupils. We offer them the very best platform for entry into their chosen senior schools, including Francis Holland's Senior School at Sloane Square. We have a warm and vibrant community that reflects the rich multicultural nature of this part of London.

Francis Holland Schools Trust is an educational charity, founded by Canon Francis Holland in 1878, educating over 1,300 girls and employing over 350 staff. The Trust manages two Senior independent day schools for girls across London; Francis Holland, Sloane Square and Francis Holland, Regent's Park, both educating girls from 11-18, in addition to our Prep School. Academic standards are consistently high, placing Francis Holland Trust Schools amongst the most successful in the UK. The staffing ratio is generous, and the School has its own attractive salary scale.

THE ROLE

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as a Teacher in Key Stage Two to start in the upcoming Spring Term. This opportunity would suit someone who wants to work as part of a small, dedicated team and has a passion for education. The successful candidate for this post will have experience in Key Stage Two, with QTS or post graduate training relevant to the role, and ideally have experience in preparing girls for the 11+. Some knowledge of KS3 English and Maths would also be beneficial.

Attributes that would suit a successful appointment to this role include:

- Works effectively as part of a team
- Willing to learn new skills and attend staff INSET training
- Has high expectations of girls' attainment, progress and behaviour
- Has good organisational skills
- Is proactive and has a growth mind-set
- Has a good sense of humour
- Is flexible and confident when presented with new challenges

KEY RESPONSIBILITIES

Teaching

- Plan and teach well-structured, high-quality lessons, following the school's plans, curriculum and schemes of work
- Demonstrate good subject and curriculum knowledge and positively support whole school initiatives
- Set and mark work carried out by the girls in class and for homework
- Adapt teaching to respond to the strengths and needs of girls
- Set high expectations which inspire, motivate and challenge girls
- Promote good progress and outcomes by girls
- Meet the expectations set out in the Teachers' Standards
- Ensure that your classroom and communal areas are an environment for effective learning, as well as embracing girls' work
- Support and work collaboratively with the Specialist Teachers, and Teaching Assistants, in the Prep School
- Maintain and manage regular parental contact in order to foster and build good relationships
- Contribute to the marketing of the school through contributions to newsletters, the school magazine, the website and attending school events
- Maintain and promote your class Parent Portal
- Organise a Year Group Assembly once per year
- Attend school assemblies and church services
- Provide cover lesson plans for any absence

Pastoral Needs

- Be actively involved in promoting the wellbeing of girls and establishing supportive relationships with the girls
- Understand the emotional and social needs of the girls including regular liaising with the leadership team
- Through positive reinforcement, motivate and encourage girls to do their best
- Identify girls who require extra challenge, support and stretch through planned and engaging activities
- Work closely with the learning support department
- Be a role model for girls through personal standards of conduct, appearance and punctuality
- Report any academic or behavioural problems to the leadership team
- Maintain open lines of communication with parents, in order to support pastoral needs of the girls

Assessment and Tracking

- Assess, monitor, record and report on the learning needs, progress and achievements of girls, making accurate and productive use of assessment and target setting
- Write academic reports (short reports twice a year, full reports once a year) and monitor and evaluate girls' learning
- Make regular assessments of girls' attainment and progress
- Keep records of girls' progress
- Attend parents' evenings to discuss progress with parents
- Provide occasional written reports on girls on request e.g., for school transfers.
- Raise awareness to Specialist Teachers if girls require extra support or extra level of challenge
- Assist the learning support department in the monitoring of progress of specific girls

- Attend termly Pupil Progress Meetings, with Head of the Preparatory School, to reflect on girls' learning and progress

Support for the School and General Duties

- Consistently model the Francis Holland Prep School Code of Conduct
- Make a positive contribution to the wider life and ethos of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Follow school policies on safeguarding
- Support or take on leadership of a club within the co-curricular timetable
- Attend staff meetings, School INSET, and professional courses to enhance teaching effectiveness and qualifications
- Attend functions and events outside school hours when deemed appropriate and necessary to support girls and staff
- Undertake duties as required on the duty rota
- Participate in any arrangements that may be made for appraisal.

FURTHER INFORMATION

New members of teaching staff will automatically be enrolled in The Francis Holland Schools' Trust Group Pension with Aviva (salary exchange scheme) to which members will contribute 10% (the 'Employee' Contribution) and Francis Holland Schools contributes 20% the 'Employer' Contribution).

The schemes offers the **flexibility** to reduce one's own contribution (without affecting the 'Employer' Contribution), and the ability to opt for a lower 'Employer' contribution in favour of a higher salary, as well as the added benefit of **Income Protection**; full details of the scheme, and self-management is available to members via the **Aviva Pension Microsite** upon joining Francis Holland Schools.

In addition, our **benefits package** includes:

- Wellbeing Schemes: WeCare (24/7 online GP consultation, WellHub (generous fitness discounts).
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- The Francis Holland Schools Rewards Hub offering a vast range of retail and entertainment discounts
- Enhanced Maternity & Paternity Pay
- Enhanced sick pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support

JOB APPLICATION

Applications should be submitted through the link on the school website, using our application system MyNewTerm. The deadline for applications is 8am on Thursday 10 September 2026, with first stage interviews online via Teams the following week. The school reserves the right to appoint at any stage. Applications will be reviewed as they are received therefore **early application** is encouraged.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.