



**Class Teacher – one-year maternity cover**  
*September 2026*

# Class Teacher – one-year maternity cover

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## *A message from the Principal of King's Ely*

Welcome, and thank you for your interest in coming to work at King's. I hope that what you read here will excite you and chime well with your ambitions so that you will want to apply for this position.

King's Ely is an extraordinary place to work: a family of schools educating around 1350 boys and girls aged 2-18 in our Nursery and Pre-Preparatory, Prep and Senior Schools in Ely in Cambridgeshire, and up to age 11 at Fairstead House School in Newmarket. Most of our pupils come from Ely, Cambridge and surrounding areas, while about 200 pupils are boarders from all over the world. King's employs about 540 people in diverse roles from teaching and pastoral care to administration, finance, IT, site services and maintenance and catering.

We often talk about 4 'P's which make King's special: our fundamental **purpose**, unchanged in over 1000 years, in providing the best education and foundation for life we can for the children in our care; our **practice**, ensuring the very highest standards of professionalism and excellence in every area of school life and our commitment to everyone's wellbeing, development and training to achieve this; as an exceptional **place** to grow up and work in with our beautiful 75-acre campus adjacent to Ely Cathedral and the wonderful historical, environmental, spiritual and technological resources available to us; and most of all our **people**, the outstanding and diverse community of pupils, staff and supporters whose commitment, experience and skills are the root of our success.

We welcome all types to join this wonderful mix, and I thank you in advance for the time and thought which I know goes into preparing each application; we really appreciate it and give every application the careful consideration it deserves. I look forward to hearing from you and, I hope, meeting you in due course.

With best wishes,  
John Attwater

## About the School

### Purpose, Ethos and Values

King's Ely exists to make the most and best of childhood, and in particular to give the very best education, opportunities and pastoral care to as diverse a community of children as we can. In doing so we aim to prepare each one to live positive, productive, successful and fulfilled lives, for the betterment of themselves and the world around them. We achieve this through the operation of a family of schools centred around a 2-19 co-educational day and boarding school in Ely, aiming to draw fully on our exceptional environment, history, physical, cultural, spiritual and human resources in doing so.

### History

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. The School was first established to educate the choristers of the worshipping community of Ely and throughout our history we have maintained strong links with Ely Cathedral.

In 1541, King Henry VIII founded a College of Canons at Ely Cathedral to replace the monks whose monastery has been dissolved in 1539 and the School received its Royal Charter, later becoming known as "The King's School".

### King's Ely Today

In recent years King's has expanded rapidly, becoming co-educational in 1970, and today educating around 1100 children aged 2-18 at Ely, including 185 boarders.

The school is divided into three sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and benefit from shared facilities, and King's Ely Acremont and Nursery (ages 2-6) which have their own self-contained campus about 400m from the main site. Additionally, Fairstead House School in Newmarket (for pupils aged 1-11) joined the King's Ely family of schools in 2022.

The main campus extends to around 75 acres and contains buildings spanning the thirteenth to twenty-first centuries, including many of the historic monastic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities and almost 40 acres of playing fields.

King's Ely plays a key role in the local community. We are one of Ely's largest employers and contribute greatly to the local economy, and we also continue to educate the choristers of Ely Cathedral. King's Ely also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

In its recent ISI Inspection (March 2025), King's Ely was found to meet or to exceed all regulatory standards. In addition, the Inspectors judged the School to have a *significant strength* in the way in which its high quality pastoral care is interwoven with a dynamic enrichment programme. This enables "pupils of all ages to develop their independence, intellectual curiosity, creativity and socialization particularly well".

The School is rightfully proud of the Inspection. It is testament to the community spirit of King's Ely and the commitment and respect shown each day by pupils, staff and their families.

King's Ely is affiliated with the HMC, Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

## About the Role

At King's Ely Acremont we strive with energy and passion to foster a love of learning and an excitement about coming to school each day. We are ambitious for our children, and we are committed to creating a homely, welcoming environment where children develop and thrive as curious, problem-solving, independent, and resilient learners.

The class teacher is responsible for the care and education of the children in their class. The class teacher should be the first person to whom a child will turn for help or advice, although it may sometimes be necessary to refer the matter to the Head. The role is a most responsible one and vital both to the efficient running of the School and to providing the highest levels of pastoral care.

The class teacher is expected to demonstrate proper and professional regard for the ethos, policies, and practices of King's Ely, maintain high standards in own attendance and punctuality and present a positive image of the school to all.

A class teacher is accountable to the Head of King's Ely Acremont.

### **Registration and Routine Business**

The class teacher is responsible for taking account of absences and completing the electronic registration of their class. Other returns of a routine nature should be dealt with as required, together with the distribution of correspondence and information to parents.

All absences must be accounted for and any not covered by telephone message and/or note should be immediately reported to the Head.

### **Records/Reports/Timetable**

The class teacher is responsible for maintaining up-to-date records on each child in the class, monitoring progress and responding promptly and appropriately to any difficulties which the child might encounter. The class teacher is accountable for their children's attainment and progress, and for reporting to the leadership team on outcomes, on a termly basis.

The class teacher is responsible for the writing of reports on each child at the end of term and is expected to comment on any aspects of achievement and personal development, which are not covered by academic reports.

The class teacher is expected to produce, in consultation with colleagues, a record of the timetable for his/her class.

### **Planning**

Class teachers are expected to liaise with their year group counterpart on the designing and planning of an exciting and high-quality curriculum, engaging in joint activities and team teaching whenever appropriate. The class teacher must ensure that the needs of each child are met through differentiation, enrichment, extension, and challenge.

## **The Classroom**

The class teacher is expected to create an irresistible and well-organised classroom environment that will be a learning tool in its own right, with attractive and accessible displays which invite investigation and encourage the children's natural curiosity. The children should be encouraged to take pride in their classroom, helping to keep things tidy for others to enjoy and use.

Class teachers are expected to contribute to displays in the Hall and corridors where appropriate.

## **Personal Appearance and Conduct**

Class teachers are expected to enforce our expectations concerning the neat appearance and good behaviour of the children.

## **Assemblies**

Class teachers are expected to attend most Assemblies, supervising the orderly movement to and from the Hall.

## **Duties**

Class teachers are expected to carry out Break and Lunch duties on a rota basis as arranged by the Head, arranging cover in the event of absence.

Class teachers may also be required to carry out a share of cover for absent Staff.

## **Meetings**

Class teachers are expected to attend Staff Meetings after school, generally on Wednesdays, between 4.00 pm and 5.00 pm.

They should also respond quickly to a parent's request to discuss a child in their class. Staff are encouraged to foster good home-school relationships, but are advised to discuss concerns, prior to contact, with the Head of King's Ely Acremont.

Class teachers are expected to attend the Parent's Evenings held each term to discuss the progress of individual children in their class, as well as other information evenings throughout the year as notified.

## **Curriculum Responsibilities**

Class teachers may be asked to take responsibility for a specific subject in the Pre-Prep department and, as such, are expected to participate in the development of appropriate syllabuses, materials, and schemes of work, liaising where necessary with Heads of Subject in King's Ely Prep. They will have responsibility for resources in their subject areas and for informing colleagues of current developments in that subject. Class teachers will ensure that the children experience a broad, balanced, and stimulating curriculum relevant to their age.

## **Entrance and Open Days**

Class teachers are expected to take part in entrance procedures and Open Days as appropriate, which may include weekends.

## After-School Clubs

Class teachers are encouraged to organise an after-school activity for children each week, supervising the departure from school of those children at 4.00 pm.

Class teachers are also expected to carry out any further duties related to the care of the Class, as requested by the Head of King's Ely Acremont.



## Person Specification

The successful candidate

- will be a fully qualified and experienced teacher with pre-prep/infant age experience
- must be a dynamic and energetic teacher with high expectations; able to inspire young children, within a creative and supportive community
- must have a willingness to engage in extra-curricular activities as well as the wider life of King's Ely.
- must have the ability to work co-operatively as part of a team, being open to new ideas and initiatives and able to contribute to the development and enrichment of the curriculum.
- must believe in the worth of each individual child and meet individual needs with skill and sensitivity.
- should possess effective communication skills to deal successfully with parents, colleagues, and pupils.



## Teaching at King's Ely

King's Ely is committed to rewarding our employees who share our passion, vision, and values, and to investing in their wellbeing and continuous professional development.

King's Ely has its own, generous salary scale. The salary for the role will be commensurate with experience and will recognise the responsibility this post entails.

Where possible, accommodation may be provided in connection with this position.

Almost all teachers benefit from their own dedicated & well-resourced classroom.

In addition to the above, teachers at King's Ely benefit from:

- Generous fee-remission, subject to availability of places and successful admissions procedures. Staff currently enjoy a discretionary discount on fees for children in Reception year onwards, details of which will be provided upon request.
- The School operates a defined contribution scheme for teaching staff, with an employer contribution of up to 22.5%. This scheme is the Aviva Pension Trust for Independent Schools (APTIS) scheme. Further details about defined contribution scheme are available from the School's Chief Financial Officer.
- The school offers a private healthcare insurance scheme, which staff may opt to join shortly after the start of each academic year (the policy year starts on 1 November each year). The scheme can only be joined at the start of the policy year, not part-way through the year. P11D/BIK applicable.
- Use of school gym facilities and use of the swimming pool at specific times (during summer school holidays – small fee applies).
- Access to Salary Sacrifice Schemes such as: Cycle2Work, Home and Tech Scheme, and Local Gym Membership
- Limited free on-site car parking
- School lunch provided when at work over lunch time and tea and coffee throughout the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses including Poets House, A Little Something Ely, The Almonry Tearooms, Ely Grazing Company, Sushi and Salad, Griddle Bar and Meathouse, and The Pantry (Newmarket).

## Information for Candidates

Applications should be made via My New Term, you can do this by clicking the 'Apply Now' button at the top of the advert. The final closing date for applications will be **noon on 23<sup>rd</sup> February 2026**.

Where Applicants have been successful in the shortlisting process they will be contacted for interview. Interviews will take place in the week commencing 2<sup>nd</sup> March 2026.

We reserve the right to invite candidates for interview prior to the closing date. Therefore, we encourage interested applicants to submit an application as soon as possible.

If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.

Shortlisted Applicants should be aware that references will be requested as part of the interview process.

King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Thank you for completing your application and your interest in King's Ely.



King's Ely  
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[www.kingsely.org](http://www.kingsely.org)