





PRIMARY TEACHER

Required September 2026

The successful candidate

The successful candidate will be an outstanding Primary Teacher with energy, commitment and passion, who will join our dedicated and ambitious lower school with a clear commitment to high achievement. We would love to hear from you if you are an inspirational, dynamic and creative individual who makes learning fun, and is looking to join a supportive and enthusiastic team in beautiful rural surroundings. The successful candidate will be able to demonstrate a commitment to the ethos of the School, a passion for working with children and high standards of professional practice. This position would suit experienced teachers and those who have recently started in the profession.

Saint Nicholas is a happy and successful School for around 490 boys and girls aged 2½ -16. The School is situated in attractive grounds in a delightful, rural setting. There is a friendly, supportive atmosphere in the School and working conditions and facilities are excellent. Maximum class size is 20 in the lower school, 22 in the middle and upper schools. The School is located close to London and Cambridge with direct train access to both, as well as being a short drive from Stansted Airport and the London Underground via Epping.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the School moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school educating approximately 490 pupils aged from 2½ to 16.

The School is situated in delightful gardens and grounds, which extend to more than 14 acres. Pre-school, lower, middle and upper schools are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, theatre and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool and a sports hall.

Terms & conditions

Teachers are on the Saint Nicholas Pay Scale including post threshold payments. There is a generous fee remission for children of members of staff of up to 50% of the full fees upon completion of one full year, provided their children meet the School's usual entry requirements. Teaching staff may contribute to APTIS pension scheme.

Safeguarding

Saint Nicholas School is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. We will check the suitability of staff to work with children and applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). For short-listed applicants current and previous employers will be contacted as part of our pre-employment checks.

Application process

All applications to be made via MyNewTerm or directly to Hannah Draper, HR Manager at h.draper@saintnicholasschool.net with a completed application form to be found on the school's website <https://www.saintnicholasschool.net/our-community/vacancies>



JOB DESCRIPTION – PRIMARY TEACHER

CORE PURPOSE OF POST

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document.
- Meet the expectations set out in the Teachers’ Standards.
- To participate in and contribute to the development of the Lower School.
- To understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Contribute to the development, implementation and evaluation of the School’s policies, practices and procedures, to support the School’s values and vision.

Ethos

- Encourage an ethos which promotes effective teaching and learning, and which sustains improvement in the development of all pupils.
- Make a positive contribution to the wider life and ethos of the School.

Strategic planning

- Work with others on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

TEACHING AND LEARNING

Curriculum

- Plan and teach well-structured lessons to assigned classes, following the School’s plans, curriculum and schemes of work.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Setting clear targets for pupils’ learning that builds on prior attainment.
- Identifying pupils who:
 - have special educational needs
 - are high attainers
 - are not yet fluent in English.
- Differentiate to meet the needs of all learners, ensuring access to quality first teaching for all.
- Plan interventions as appropriate.

Monitoring, assessment, recording, reporting and accountability

- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Assess and record each pupil's progress systematically with reference to the School's current practice including the social progress of each child and use the results to inform planning.



- Mark and monitor classwork and homework, providing constructive feedback and set targets for future progress.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.
- To be able to use Target Tracker, to track progress and attainment.
- To produce reports for termly pupil and progress meetings with the Head of Lower School.

Standards and expectations

- Ensure effective teaching of whole class groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.

Monitoring and evaluation

- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEND.
- Evaluate your own teaching critically to improve effectiveness.

SAFEGUARDING AND CHILD PROTECTION

- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection policies.
- Ensure that you know who the Designated Safeguarding Lead (DSL) responsible for dealing with child protection and the deputy DSL are.
- Be familiar with the safeguarding and child protection policy.
- Know what procedures are to be followed if you suspect that a child is at risk of harm.
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

PROFESSIONAL DEVELOPMENT AND APPRAISAL

- Be aware of the need to take responsibility for your own professional development.
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Manage accommodation

- Ensure a stimulating but safe working environment in which risks are regularly assessed.
- Direct and supervise support staff assigned to you.
- Deploy resources delegated to you.
- Communicate effectively with pupils, parents and carers.
- Provide reports on individual progress to the Head of Lower School and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

Working with colleagues and other professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.



Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one after-school weekly enrichment club or activity.

Pastoral duties

- As a class teacher, be responsible for the pastoral welfare of the pupils in your class.
- Attend weekly assemblies.

School events

- Demonstrate support of the Friends' organised events, including attending the Christmas and Summer fetes which take place on Saturdays.
- Attend two Saturday Open Mornings
- Attend the School's annual Prize Giving ceremony, normally the final Saturday of the Summer Term.