

## PREP COVER TEACHER REQUIRED SEPTEMBER 2026

Thank you for showing an interest in this post. We hope that the following information about St Helen's School, the job description and person specification will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S



At St Helen's school many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2025 results where 87% of A Level students obtained A\*/A and 81% of GCSE grades were awarded at grades 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our students look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

**Bridget Ward, Head**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1200 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws students from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its students can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE PREP SCHOOL

The Prep School caters for approximately 490 girls aged 3-11 years.

### Structure:

The Director of Prep is supported by the wider Senior Leadership Team, Directors and Phase Leaders across the Prep School.

There are individual Subject Leaders for English and Mathematics, Science and the Foundation Subjects with responsibility across the whole Primary Phase. The teaching of Music, PE, Speech & Drama is undertaken by specialist staff across Prep and they work alongside the Directors of these subjects in Senior School.

Our Prep curriculum is constantly reviewed and updated in order to ensure that the students receive learning which is progressive, stimulating, linked and bespoke to them. Our formative and summative assessment systems have recently been updated to provide a more holistic picture of each individual's abilities. This means that teachers, parents, and students know exactly where each student is in terms of her learning and what her next steps are. All the students enjoy the advantages of being part of a through School and have access to a wide range of sporting facilities including an indoor swimming pool which is used from Nursery onwards. We also have a Forest School and three trained Forest School Leaders across Prep.

Pastoral support for all students is a key focus in Prep, as we know that happy well supported children learn well. Initiatives such as 'Zones of Regulation' are used across the whole of Prep and our Pastoral Support Leads offer a variety of reflective practices and therapies.

Our students are taught by well-qualified primary specialists with additional contributions from some Senior School staff in Years 4, 5 and 6. Staff are kept up to date with current initiatives through inset days, weekly staff meetings and outside educational specialist training providers. All members of staff in the Prep School meet regularly and plan collaboratively to ensure the best possible learning experience for the students. Subject Leaders in Prep work with all colleagues to keep teaching programmes up-to-date and develop students appropriately. Subject Leaders in Prep liaise with their counterparts in Senior School to ensure progression and continuity.

The students' educational experience is enhanced by Educational Visits for every year group and by visiting speakers, complementing school-based activities. In Years 4, 5 and 6, there are residential courses, which are highly popular and very beneficial.

Assemblies are utilised to complement our PSHCE programme as a key element in the students' moral education and promote British Values. An awareness of the ethics of community life, the environment and tolerance are celebrated through stories, speech, and drama. Assemblies are also used to celebrate student achievements.



Staff report formally to parents in writing each term, there are two short reports in autumn and spring and a full report each summer. Consultation Evenings are held in the autumn and spring, during which parents discuss their daughter's progress. Parents are encouraged to visit the school frequently, attending assemblies, presentations, concerts, Christmas productions, Dance Shows and Sports Day. The school values strong partnerships with parents. Throughout the year, there are various workshops and curriculum/Meet the Teacher evenings for parents to attend.

The Prep School is housed across three buildings that have been thoughtfully converted into spacious, age-appropriate learning environments.

Girls join St Helen's at age 3+, entering one of three Nursery classes of 16 students. A further 12 girls join at 4+, forming three Reception classes of 20. These youngest students are based in Little Gables. Years 1–6 each comprise three classes of 20 students and are located in either Gables or Woolfson.

EYFS and KS1 together include approximately 200 students, while KS2 comprises around 230 students. We provide a broad and balanced education that recognises each girl as an individual, supporting her personal, social, and emotional development while nurturing academic potential. This is achieved through play, exploration, active learning, creativity, and critical thinking. All students are encouraged to become self-motivated and independent learners, and they flourish within a secure and happy environment.

EYFS and KS1 benefit from the support of a full-time Teaching Assistant, while KS2 classes are supported by a team of shared Teaching Assistants. Catering for both students and staff is provided on-site by a dedicated team, led by an experienced chef manager.

The curriculum establishes a strong foundation for future learning in KS2 and beyond. In Nursery and Reception, teaching follows the principles of the Early Years Foundation Stage. In KS1 and KS2, the National Curriculum provides the framework, which is enriched with specialist subject teaching and extended to offer additional challenge.

Each Prep building has its own library, stocked with a wide range of fiction and non-fiction. Students are encouraged to develop strong library skills alongside a lifelong love of reading through regular visits. The school has also invested significantly in ICT, with students having access to laptops and iPads to support their learning.

Before and after-school Co-Curricular activities are regarded as an essential part of the girls' experience from KS1.

## THE POST

St Helen's is looking to appoint a Full Time Cover Teacher who will be covering for absent Teachers across the Prep School, teaching and supervising students aged 3-11 years. We would consider applications for part-time, a minimum of 0.6.

## SALARY

Up to £32,556 (FTE), depending on qualifications and experience

## REPORTING

Prep School Cover Teachers report to the Director of Prep.

## MAIN RESPONSIBILITIES

Covering lessons, break duties and other duties where supervision for students is required in the absence of teachers.

### Duties:

- Cover the start of the day and register/dismiss students in class
- Teach the content of lessons set by the absent teacher
- Ensure students remain on task
- Mark any completed work in accordance with school policy
- Ensure high standards of behaviour in line with school policy
- Supervise students during break/lunch periods
- Support school events (often after school or on Saturdays)
- Promote and safeguard the welfare of students and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy
- Work within the School's health and safety policy to ensure a safe environment for staff, students and visitors
- Undertake other reasonable duties related to the job purpose required from time to time



## THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A honours degree in a relevant or associated subject
- Experience of working with primary-aged students
- Organised and confident
- Good communication skills
- Excellent IT skills

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Qualified Teacher Status
- Evidence of further professional development
- Knowledge and experience of how technology can be used to support learning, including AI.
- Experience/Desire in taking up a lead responsibility

## BENEFITS

- Competitive Pensions Scheme
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Well behaved students who are a pleasure to teach
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time)
- Generous occupational sick pay
- Cycle to Work scheme
- Eye care
- Competitive Pay
- High Street Discounts
- Holiday Club Staff Discounts
- Subsidised Staff Coach Travel
- Employment Assistance Programme with 24/7 GP access

## APPLICATION PROCESS

Closing date: **9am Friday 17<sup>th</sup> April 2026**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the high volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by members of the School Senior Leadership team, be observed teaching a Prep lesson, have a tour of the Prep school and meet other members of the Prep team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2025 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

