

About the Role

Fairstead House is a thriving and nurturing independent preparatory school for children aged 12 months to 11 years old.

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.

Key Responsibilities

The Classroom

- The class teacher is expected to create a well-organised and engaging 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.

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.

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.

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

- 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.
- 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.

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

Meetings

Class teachers are expected to attend the Parents' 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.

Class teachers are expected to attend Staff Meetings after school, generally on Mondays, between 4.00 pm and 5.30 pm also, teachers are expected to meet with parents, SENDCo and colleagues regularly.

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. 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.

Open Days

- Class teachers are expected to take part in Open Days.

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 from 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 Fairstead School House.

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 children, within a creative and supportive community.
- Must have a willingness to engage in extra-curricular activities as well as the wider life of Fairstead House.
- 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 liaise successfully with parents, colleagues, and pupils.
- 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 Fairstead House School.

Working at Fairstead House

The King's Family of Schools is committed to rewarding our employees who share our passion, vision, and values. The School is committed to investing in our employees with CPD opportunities amongst other things.

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

Role: Reception Class Teacher – Reception

Contract: This is a Full Time - 1 Year Fixed Term Contract

In addition to the above, staff at Fairstead 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.
- Access to Salary Sacrifice Schemes such as: Cyle2Work, Home and Tech Scheme, and Local Gym Membership.
- 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.
- Limited free on-site car parking
- School lunch provided when at work over lunch time and tea and coffee the day.
- Access to an Employee Assistance Programme, available to the employee and their dependents.
- Discounts at local businesses such as Sushi and Salad (Ely), 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 9am on Friday 15th May 2026.

Where Applicants have been successful in the shortlisting process they will be contacted for interview. Interviews will take place in the week commencing 18th May 2026.

We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. 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.

Fairstead House 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.

We appreciate your effort in completing the application and for your interest in working at Fairstead House.

