

PREP SCHOOL TEACHER SEPTEMBER 2026 START DATE

Thank you for showing an interest in this post. We hope that the following information about St Helen's Prep 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 and 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 girls 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 girl is in terms of her learning and what her next steps are. All the girls 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 pupil's 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 pupil 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 EYFS 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. All teachers are expected to run a club each term. There are also very active School and Eco Councils.

THE POST

St Helen's Prep School is looking to appoint a Full Time Prep Teacher who is able to start in September 2026.

Salary

Up to £53,000 (FTE) per annum, depending on qualifications and experience. There are different rates for those without teaching qualifications, please contact the Human Resources team for further information.

MAIN RESPONSIBILITIES

All teachers are expected to ensure the highest standards of teaching and learning by:

- To implement and deliver an appropriately broad, balanced, relevant and adapted curriculum for students, in line with the curriculum policies of the school, and supporting the school vision and values
- To facilitate, support and monitor the overall progress and development of all students
- To foster a stimulating and creative learning environment, which provides students with the opportunity to fulfil their individual potential
- To promote a growth mind-set, which is conducive to the good management of teaching and learning.
- Promote the School Character Attributes and Learner Habits
- To set high expectations for students' behaviour and maintain a high standard of discipline through well-focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To communicate effectively with parents of students
- Set homework in accordance with the school's homework policy
- Mark work in accordance with the school's marking policy



- Have a good understanding of the curriculum they are following
- Keeping up to date on current thinking around child development, teaching pedagogy and metacognition
- Take a full and active role in the life of the school and Co-Curricular programme
- To promote and safeguard the welfare of students and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy

Other Duties:

- Carry out duties that may reasonably be required by the Phase Leader/Director
- Support and promote the school's ethos, aims and objectives
- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan
- Work within the School's health and safety policy to ensure a safe working environment for staff, students, and visitors
- Promote equality of opportunity for all students and staff
- Help sustain a school culture and curriculum which promotes an ethical education for all, including promoting positive strategies for challenging discrimination of any kind
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required
- Subject lead role/s available for the right applicant

THE PERSON

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

- A 2:2 honours degree or above in a relevant or associated subject
- Qualified Teacher Status
- Experience of working across the primary phase
- A love of teaching and learning that inspires children to be reflective and active

learners

- Have high expectations for standards of achievement, progress and behaviour
- A commitment to further professional development
- A confident communicator, able to work well with others and develop the curriculum through collaborative planning
- Excellent classroom practice showing commitment to both academic and pastoral welfare of all students.
- Be able to lead learning in their classroom, develop each child and demonstrable passion for each subject
- Excellent IT capabilities

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

- Evidence of further professional development
- Knowledge and experience of how technology can be used to support learning including AI.
- Experience of leading a subject area

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
- Cycle2Work scheme
- Eye care
- Competitive Pay
- High Street Discounts



St Helen's School

- Holiday Club Staff Discounts
- Subsidised Staff Coach Travel
- Employment Assistance Programme with 24/7 GP access

APPLICATION PROCESS

Closing date: **9am Thursday 16th April**

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 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

