



# SURBITON

HIGH SCHOOL

## Job Description

**Job Title:** Early Years (EYFS) Teacher at Surbiton High Girls' Preparatory School

**Job Purpose:** To inspire, encourage and empower our pupils to achieve their very best, and provide an environment where independence and self-confidence is fostered in order for our pupils to develop both academically and socially.

**Reporting Line:** Head of the Girls' Preparatory School

**Start Date:** September 2026

**Tenure:** Maternity Cover, Full-time

**Salary:** Competitive – based on the Surbiton High School Pay Scale

The school has a warm and caring atmosphere where pupils can flourish; we put great emphasis on the personal development of each individual. The school is also strong in academic achievement; we expect good results from our students in all subjects and have students of above average ability who are highly motivated and achieve excellent outcomes. There is a very committed and supportive staff body who are passionate about teaching and ensuring that the girls truly thrive during their time at the school.

### Key Responsibilities:

- Plan, prepare and teach the 7 areas of learning in the Early Years Foundation Stage to cater for the needs of all children within the EYFS class.
- Maintain an up-to-date knowledge of the Early Years Foundation Stage.
- Promote a love of learning and implement programmes of study to ensure each pupil progresses at an appropriate pace through well-differentiated planning and learning.
- Monitor and evaluate the progress of each child in line with the school's agreed approach to ensure that learners have the opportunity to reach their maximum potential and attain the greatest possible outcome from each lesson.
- Create a warm and friendly atmosphere that supports the social and emotional needs of the children within the class.
- Work with the team to develop and oversee the implementation of an ambitious and engaging curriculum that provides all pupils with the opportunity to achieve their potential
- Create well planned, engaging learning experiences and support for all learners
- Apply appropriate methods of assessing, tracking and reporting on progress and the Early Learning Goals.
- Create an engaging, and positive yet calm learning environment through high quality displays and careful classroom organisation.
- Develop effective professional relationships with pupils, colleagues, and parents.
- Plan and lead enrichment activities such as trips and visiting speakers to extend learning beyond the classroom.

### 2. Pastoral

- Support the School's pastoral aims through upholding our standards of pastoral care.
- Conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.



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## 3. Values

- Conduct yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.
- Be aligned to the School's values and ethos by promoting the School's ethos of 'May Love Always Lead Us' and 'The Best in Everyone'.

## 4. Professional Development

- Take an active role in developing skills, behaviours and attributes which contribute to ongoing learning, as well as benefitting the children and the School.
- Contribute, as appropriate, to departmental policies, schemes of work, digital learning and other resources as well as development planning.
- Attend relevant CPD training each year.
- Participate in the annual performance review, appraisal and development programme.

## 6. General

- Uphold the School's code of conduct and the values of Surbiton High School.
- Maintain good order and discipline amongst pupils and be active in implementing the School's policies for rewards and sanctions.
- Attend formal parents' evenings and maintain effective communication with parents, as appropriate.
- Attend all relevant staff meetings, briefings, and planning meetings.
- Carry out duties before, during and after school as required.
- Participate in co-curricular school activities, including clubs and residential field trips, as necessary.
- Carry out any such duties as may be reasonably requested.



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

### **Qualifications**

- Good Honours degree
- A postgraduate teaching qualification including QTS is desirable, but not essential
- Evidence of further relevant professional development would be an advantage
- ECTs welcomed (we are an ECT training school and have a robust mentoring system in place)

### **Skills and Knowledge**

- A good up-to-date knowledge of the EYFS Curriculum and Key Stage 1 Curriculum
- Up-to-date knowledge of successful and innovative teaching, including the latest curriculum developments and initiatives, supported by experience of teaching the Early years foundation stage statutory framework
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills
- The ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- The ability to work collaboratively with colleagues

### **Attitudes and Personal Qualities**

- Committed to Surbiton High School's ethos and strategic vision
- Personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to build rapport and gain the confidence of pupils, staff and parents
- High expectations for pupil attainment, personal development and conduct
- High standards of personal presence and presentation
- A team player with leadership qualities and a reflective and flexible approach
- Attention to detail and the ability to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and showing a willingness to undertake appropriate training for this role



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**Midnight, Sunday 10 May 2026**

**Interviews to be held week commencing:**

**11 May 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension (TPS) or APTIS Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice rated 'excellent in all areas' by ISI 2023.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*