

St Helen's School

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Prep Teacher – Prep School Job Description



JOB DESCRIPTION

Prep Teacher

The Purpose

St Helen's Prep school is looking to recruit a permanent, Key Stage 2 Prep Teacher, to start in January 2027.

The Post

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.

HOURS: 8:00am – 4:30pm, Monday to Friday, term-time only, including INSET days.

The role will report to: Head of Prep.

Main Responsibilities

All teachers are expected to ensure the highest standards of teaching and learning. The main responsibilities are:

- 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
- To 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
- To set homework in accordance with the School's homework policy
- To mark work in accordance with the School's marking policy
- To have a good understanding of the curriculum that is being followed
- To keep up to date on current thinking around child development, teaching pedagogy and metacognition
- To 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 tasks that may reasonably be required by the Assistant Directors/Director of Prep/Head of Prep
- 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



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- 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

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

APPLICATION PROCESS

Closing date: 9:00am Sunday 4 October 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 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.

