FRANCIS HOLLAND
PREPARATORY SCHOOL



KEY STAGE 2 TEACHER

JANUARY 2027 | PART TIME 0.6FTE | FIXED TERM MATERNITY COVER

JOB APPLICATION PACK

ABOUT THE SCHOOL

Francis Holland Preparatory School is a leading, two-form entry London Prep School for girls with 260 pupils aged 4-11; founded by Canon Francis Holland, a visionary in philanthropy and education, in 1881.

The Prep moved to its current site, a 20,000 sq ft Grade II listed Victorian building on Manresa Road, just off the King's Road in the heart of Chelsea, in September 2024. The building, which dates back to 1890, combines heritage with modern learning spaces. The wealth of impressive facilities includes the old Chelsea library, a spacious School Hall with staging, a specialist STEAM facility and an extensive outdoor play area.

Now fully established in its beautiful home, Francis Holland Prep has gone from strength to strength, winning multiple awards across the educational sphere including The Week's Best Schools' Great City Prep and Best for Pastoral Care awards and Muddy Stilettos Best Schools' Dynamic Performing Arts award, as well as Gold awards at Chelsea in Bloom for two years running.

Francis Holland Prep is easily accessible via bus routes from all over London as well as by tube (a 12-minute walk from South Kensington and a 15-minute walk from Sloane Square). Its central location makes it easy to reach by public transport and, for its pupils and staff, this facilitates fast and easy access to London's many famous cultural and historic attractions. The school is part of Francis Holland Schools Trust with sister senior schools, Francis Holland Sloane Square (founded in 1881), and Francis Holland Regent's Park (founded in 1878). The three schools share strong bonds and similar values. However, each school has its own individual characteristics and identity.







PURPOSE OF THE ROLE

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as a Teacher across Key Stage 2 from January 2027. This opportunity would suit someone who wants to work as part of a small, dedicated team and has a passion for education.

The role would involve teaching across all Key Stage 2 classes, with 50% of the lessons being Computing lessons. The remaining lessons will be from other areas of the curriculum.

The successful candidate for this post will have experience in Lower and/or Upper Key Stage 2, with QTS or post graduate training relevant to the post.

Attributes that would suit a successful appointment to this role include:

- Works effectively as part of a team
- Has high expectations of girls' attainment, progress and behaviour
- Has good organisational skills
- Is proactive with a growth mind-set
- Has a good sense of humour!
- Is flexible and confident when presented with new challenges

This position is part-time (three days a week) required for one year for the purpose of maternity cover.







KEY RESPONSIBILITIES

Teaching

- Plan and teach well-structured, high-quality lessons, following the school's plans, curriculum and schemes of work
- Demonstrate good subject and curriculum knowledge and positively support whole school initiatives
- Set and mark work carried out by the girls in class and for homework
- Adapt teaching to respond to the strengths and needs of girls
- Set high expectations which inspire, motivate and challenge girls
- Promote good progress and outcomes by girls
- Meet the expectations set out in the Teachers' Standards
- Support and work collaboratively with the Specialist Teachers, and Teaching Assistants, in the Prep School
- Contribute to the marketing of the school through contributions to newsletters, the school magazine, the website and attending school events
- Attend school assemblies and church services
- Provide cover lesson plans for any absence

Pastoral Needs

- Be actively involved in promoting the wellbeing of girls and establishing supportive relationships with the girls
- Understand the emotional and social needs of the girls including regular liaising with the leadership team
- Through positive reinforcement, motivate and encourage girls to do their best
- Identify girls who require extra challenge, support and stretch through planned and engaging activities
- Work closely with the learning support department
- Be a role model for girls through personal standards of conduct, appearance and punctuality
- Report any academic or behavioural problems to the leadership team

Assessment and Tracking

- Assess, monitor, record and report on the learning needs, progress and achievements of girls, making accurate and productive use of assessment and target setting
- Write academic reports (short reports twice a year, full reports once a year) and monitor and evaluate girls' learning
- Make regular assessments of girls' attainment and progress
- Keep records of girls' progress
- Attend parents' evenings to discuss progress with parents
- Provide occasional written reports on girls on request e.g., for school transfers
- Assist the learning support department in the monitoring of progress of specific girls

Support for the School and General Duties

- Consistently model the Francis Holland Prep School Staff Code of Conduct
- Make a positive contribution to the wider life and ethos of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Follow school policies on safeguarding
- Support or take on leadership of a club within the co-curricular timetable
- Attend staff meetings, School INSET, and professional courses to enhance teaching effectiveness and qualifications
- Attend functions and events outside school hours when deemed appropriate and necessary to support girls and staff
- Undertake duties as required on the duty rota

STAFF BENEFITS

New members of teaching staff will automatically be enrolled in The Francis Holland Schools' Trust Group Pension with Aviva (salary exchange scheme) to which members will contribute 10% (the 'Employee' Contribution) and Francis Holland Schools contributes 20% the 'Employer' Contribution).

The schemes offers the flexibility to reduce one's own contribution (without affecting the 'Employer' Contribution), and the ability to opt for a lower 'Employer' contribution in favour of a higher salary, as well as the added benefit of Income Protection; full details of the scheme, and self-management is available to members via the Aviva Pension Microsite upon joining Francis Holland Schools.

In addition, our benefits package includes:

- Wellbeing Schemes: WeCare (24/7 online GP consultation, WellHub (generous fitness discounts).
- Cycle to Work Scheme
- Life Cover
- Free school lunch during term time
- Interest free travel and computer purchased loans
- The Francis Holland Schools Rewards Hub offering a vast range of retail and entertainment discounts
- Enhanced Maternity & Paternity Pay
- Enhanced sick pay
- 50% fee remission for own daughters
- Outstanding professional development opportunities
- Accredited ECT induction with reduced timetable and mentor support





APPLICATION

Applications should be submitted through the link on the school website, using our application system MyNewTerm. The deadline for applications is 10am on **Monday 23rd November 2026** with first stage interviews online via Teams later that week and short-list in-person interviews early the following week. The school reserves the right to appoint at any stage. Applications will be reviewed as they are received therefore early application is encouraged. For queries regarding this position or its application, please email the People Team on careers@fhst.org.uk

We recognise that applicants may use AI tools to help improve the presentation, structure, grammar or clarity of their application. This is entirely acceptable. However, all information provided, including qualifications, experience, achievements and examples, must be accurate, truthful and reflect your own knowledge, skills and experience. We are interested in understanding the real person behind the application, so please ensure that your application
genuinely represents you and your capabilities.

Commitment to Diversity
FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Statutory checks including a satisfactory DBS certificate and references will be a requirement for this role. This role is classed as regulated activity with children as it involves working within the school on a day-to-day basis with regular and frequent opportunity for contact with children and is exempt from the Rehabilitation of Offenders Act, 1974. FHS champions diversity and inclusion in the workplace and strongly encourages applications from all sections of the community.

