



FRANCIS HOLLAND PREPARATORY SCHOOL

CLASS TEACHER (YEAR 6) JOB APPLICATION PACK

FULL-TIME | PERMANENT | JANUARY 2026



GENERAL INFORMATION

Francis Holland Preparatory School educates girls from 4-11 in an iconic building on Manresa Road, Chelsea, which offers a wealth of impressive facilities enabling the school to be two form entry with approximately 20 girls per class. We offer excellent academic and pastoral education to girls, including sport, music and other co-curricular activities. Francis Holland Preparatory School is known for its nurturing and friendly environment, and we deliver support and individual attention to all pupils. We offer them the very best platform for entry into their chosen senior schools, including Francis Holland's Senior School at Sloane Square. We have a warm and vibrant community that reflects the rich multicultural nature of this part of London.

Francis Holland Schools Trust is an educational charity, founded by Canon Francis Holland in 1878, educating over 1,300 girls and employing over 350 staff. The Trust manages two Senior independent day schools for girls across London; Francis Holland, Sloane Square and Francis Holland, Regent's Park, both educating girls from 11-18, in addition to our Prep School. Academic standards are consistently high, placing Francis Holland Trust Schools amongst the most successful in the UK. The staffing ratio is generous, and the School has its own attractive salary scale.

THE ROLE

Francis Holland Preparatory School is seeking to appoint a highly motivated and proactive professional to work as a Year 6 Teacher. FHP teachers are key to our Professional Learning Community; we all engage in an expansive learning environment within our collegiate culture.

This opportunity would suit someone who wishes to work as part of a small, dedicated team and has a passion for education. The successful candidate for this post would ideally have experience in preparing girls for their Senior Schools of choice at 11+, in addition to extensive experience in the Preparatory phase of education. We also welcome applications from teachers with a proven ability to deliver an engaging and rigorous mathematics curriculum and who can contribute to the continued success of our Mathematics Department. This post is likely to be more suited to a candidate with at least three years' teaching experience in Key Stage 2.

KEY RESPONSIBILITIES

- 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
- Proven ability to deliver a rigorous curriculum tailored to the specific requirements of the 11+ entrance examination for a range of selective senior schools
- Extensive experience in conducting mock examinations and providing targeted, constructive feedback to help pupils refine their exam technique and manage exam-related pressure
- A successful track record of preparing pupils for the 11+ assessment process, and the ability to effectively prepare pupils for both written papers, online assessments and interviews

- 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
- Ensure that your classroom and communal areas are an environment for effective learning, as well as embracing girls' work
- Support and work collaboratively with the Specialist Teachers and Teaching Assistants in the Prep School
- Maintain and manage regular parental contact in order to foster and build good relationships
- Contribute to the marketing of the school through contributions to newsletters, the school magazine, the website and attending school events
- Maintain and promote your class Parent Portal
- Provide cover lesson plans for any absence

Supporting girls' 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
- Maintain open lines of communication with parents, in order to support pastoral needs of the girls

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
- Raise awareness to Specialist Teachers if girls require extra support or extra level of challenge
- Assist Learning Support in the monitoring of progress of specific girls
- Attend termly Pupil Progress Meetings, with Head of the Prep School, to reflect on girls' learning and progress

Support for the School and General Duties

- Consistently model the Francis Holland Prep School 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
- Communicate effectively with external organisations and agencies
- 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 assemblies, register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Attend functions and events outside school hours when deemed appropriate and necessary to support girls and staff
- Accompany pupils on day trips and residential trips away from the school
- Undertake duties as required on the duty rota

Appraisal

- Participate in any arrangements that may be made for appraisal.

Further training and development

- Regularly update and upskill learning and teaching strategies, in addition to academic schemes of work to which you lead and/or contribute
- Participate in arrangements for your professional development
- Undertake such training as may be reasonably required by the school to enable you to adapt to the changing requirements of the school and your role as may be necessary to fulfil the school's statutory or regulatory obligations

Educational methods

- Advise and co-operate with the Head and the team (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact.

- Maintain good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

ATTRIBUTES THAT WILL SUIT THIS ROLE

- Works effectively as part of a team
- Willing to learn new skills and attend staff INSET training
- Has high expectations of girls' attainment, progress and behaviour
- Has good organisational skills
- Is proactive and has a growth mind-set
- Has a good sense of humour
- Is flexible and confident when presented with new challenges

FURTHER INFORMATION

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, WeHub (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

Job Application:

Applications should be submitted through the link on the school website, using our application system MyNewTerm. The deadline for applications is 10:00am on Monday 22nd September 2025, with first stage interviews online via Teams later that week. Final stage interviews will take place in person. The school reserves the right to appoint at any stage.

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 teaching, training or supervising children on a day-to-day basis and is exempt from the Rehabilitation of Offenders Act, 1974.