



**ICSLONDON**  
INTERNATIONAL SCHOOL

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# Primary Teacher (Maternity Cover) Application Pack





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# Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 65 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and discover their full potential. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.

Mona Taybi  
Head of School



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# About ICS London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.





# About Globeducate

Globeducate is one of the leading international K12 education groups in the world, a network of 65+ premium bi-lingual and international schools, as well as online programmes, educating 40,000 students in 11 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

[www.globeducate.com](http://www.globeducate.com)

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# About ICS London Primary

ICS London Primary is a small, independent, co-educational, international school of around 80 students, Nursery through Year 6, in the heart of London. The primary campus is located in beautiful Marylebone (about a 10 minute walk from our secondary campus) and caters to the international community as well as an increasing number of local families.

Many of the students at ICS London have relocated to London with their parents who will be working in embassies or in careers such as banking, human rights, entertainment, the military, fashion and sports or studying at one of the nearby universities. We are proud to say that students at ICS London come from all types of families and a very wide variety of backgrounds, and countries such as Australia, China, the United States, Kuwait, Canada, Finland, Nigeria, Spain, Brazil, and Saudi Arabia.

At our heart, we are an inclusive school and it is essential that each and every student not only feels that they belong at ICS London, but that they are able to experience happiness and success at school.

ICS London Primary is an IB (International Baccalaureate) World School and we follow the IB Primary Years Programme. The IB's values of international mindedness, global citizenship, social responsibility, service, and respect are at our heart. Our school rules and expectations are based on the tenets of respect and acceptance. Whole school celebrations and activities are common place and, as a small school where all of the students and teachers know each other extremely well, relationships between students and teachers are a real feature of the ICS London experience. Student agency also lends itself to creating a safe atmosphere for students where they feel listened to, heard, and encouraged to speak up for themselves, others, and what they believe in.

Academic rigour is important to us and external standardised assessments rank us well above average when compared to other similar schools in London and around the world. Many of our students are bi or even tri-lingual and a small percentage of our students are English language learners, some at a beginner level. We are happy to be able to support students with mild to moderate learning differences through our outstanding special education programme. Students are looked at as individuals with unique strengths and needs and that they are challenged in meaningful and appropriate ways, moving them to the next level.





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# About ICS London Primary

We provide a well-rounded and diverse experience to all of our students. We have a strong after school and lunch-time clubs program which provides co-curricular opportunities such as robotics, rock climbing, creative writing, instrument lessons, choir, martial arts, film making, sign language, and many more.

We are lucky to have a team of staff composed of positive, creative, hard-working, and talented individuals who not only ensure provision of an academically rigorous education, but also unique and diverse opportunities for our students.

Classroom and specialist teachers take full advantage of the wonderful city of London through frequent field trips, workshops, and visitors. Our parent community is also highly involved in our school life and we have a strong Parent Council. Our Parent Council not only organises and holds social events for parents, but school based events such as International Food Festival and a summer picnic. Parents are often eager to volunteer and get involved at school.

Finally, our staff are our greatest asset. Our colleagues, like our students, come from all over the world and are well trained and qualified to provide high quality education. They are extremely supportive of one another, hardworking, positive, happy, and fully committed to developing our students and themselves. While our staff members are extremely committed and serious about their jobs, ICS Primary, as a workplace, could be described as a social, lighthearted, respectful, close knit and fun-loving community.





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# Primary Teacher

## Job title

Primary Teacher (Maternity Cover)

## Reporting to

Primary School Principal

## Working hours and working days

8.00-5.00pm. Monday- Friday (1 FTE)

## Start date:

September 2025

## Location

Based at ICS Primary, 7B Wyndham Place, London W1H 1PN

## Salary

Competitive (depends on qualifications and experience)

## Appraisal

On a bi-annual basis via self/peer/line-manager appraisal

## Terms of employment

Full-time, maternity cover contract until June 2026.

In the event that the employee on maternity leave returns to work earlier than the anticipated return date, the Employer reserves the right to terminate this contract by providing 8 Weeks written notice to the Employee.

## Main objective

To ensure a rich and stimulating learning environment and instruct students within the PYP IB curriculum, and work co-operatively with colleagues.

## Context

This job is located at ICS Primary School, London, where the postholder will be responsible for planning, delivery and monitoring of classes to our learners. The post holder will play a full role in the every day life of the school, including, duties, cover, meetings and extra-curricular activities.





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## Responsibilities/duties

### Planning and Preparation

- Prepare short, medium and long term plans as required
- Demonstrate extensive understanding of subject content and its prerequisite relationships and connections with other disciplines
- Use knowledge of students' backgrounds, skills, needs and interests to plan for groups of students
- Plan lessons with valuable learning outcomes which are suitable for all students in the classroom
- Demonstrate effective time and resource management
- Plan collaboratively with colleagues to ensure the curriculum is integrated, broad and balanced
- Be familiar with student SEN IILPs and be actively involved in supporting student goals
- Plan for student assessment in alignment with the learning outcomes, with clear assessment criteria & standards that have been communicated to students
- Plan relevant class excursions

### The Classroom Environment

- Maintain positive classroom interactions which are highly respectful and consistent, reflecting genuine warmth, caring and trust toward individuals and the diversity of the school
- Empower all members of the class to ensure high levels of inclusion are maintained in the spirit of genuine teamwork







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- Create a classroom environment which represents a genuine culture for learning
- Set high, clear and consistent expectations for student achievement, and student pride in work
- Establish classroom routines and procedures to ensure consistency, safety, a sense of community, and engagement of children
- Model respectful and positive interactions with others and ensure that students feel safe, happy, empowered, and valued
- Demonstrate a passionate commitment to the subject and a pursuit of excellence in collaboration with colleagues and students
- Manage behaviour in a respectful, proactive and preventive manner which is sensitive to individual student needs
- Create a positive community of mutual respect and support
- Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour

#### Teaching Strategies/Techniques

- Use inquiry based techniques in order to facilitate full participation and engagement of all students
- Give timely feedback which is consistent and identifies clearly what the student has done well and next steps for their learning
- Use a range of creative strategies to ensure students are highly engaged and empowered throughout the lesson
- Seek ways to support successful learning for all students, making adjustments as needed to instruction and responding to student interests and learning styles
- Provide enrichment opportunities for higher achievers





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- Differentiate lessons appropriately to ensure every student has the opportunity to experience success
- Use innovative, fun, and challenging ways for students to construct their own learning
- Facilitate collaborative practices with students taking on roles to heighten efficiency and learning
- Ensure that students are fully aware and engaged in the lesson's intent and objectives
- Facilitate students to take authentic action on a regular basis

### **Professional Responsibilities**

- Understand requirements to ensure and promote child protection and safeguarding throughout the school
- Demonstrate self-awareness of teaching style and act as a resource for others
- Document progress & attainment of all students, maintaining accurate records based on evidence
- Establish professional goals, starting from an understanding of prior attainment & potential performance
- Focus on making a difference and adding value to the students' learning and the school community
- Communicate frequently and appropriately with families, successfully engaging them in the program
- Make a substantial contribution to school events and projects and initiate new ideas
- Maintain and promote excellent relationships with colleagues acting as a catalyst for an inspirational collaborative approach to teamwork
- Participate actively in internal and external professional development activities and contribute to the development of others





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- Maintain a high standard of courtesy and professional relationships with all colleagues, students, parents and interested parties and in particular demonstrate respect for the cultures and background of all students, parents and colleagues
- Observe the school's policies, routines and procedures and act in accordance with the Teacher's Handbook and notices or announcements made by school management
- Participate in staff meetings, in-service training, parents' evenings and school functions according to the published schedule
- Be fully aware of the layout of the school building, including the location of the first aid box and fire exits
- Provide cover as and when required by line manager
- Undertake any other reasonable requests made by line manager







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# Person Specification

## Qualifications

### Essential

- Teaching qualification in Primary education

### Desirable

- First Aid qualifications
- Post-Graduate Degree in Education

## Experience

- Experience teaching in a primary school classroom
- At least two years of teaching post qualification with the appropriate age level (applications from NQTs would be considered)
- Experience teaching an inquiry-based curriculum

- Experience teaching the PYP
- Experience teaching within an integrated curriculum
- Experience of International Education
- Experience teaching students with Special Educational Needs

## Skills

- Excellent Communication skills
- Ability to provide dynamic, motivational, learner centred classroom activities
- High level of communication, teaching and presentation skills
- Strong ICT skills
- Ability to differentiate lessons to a variety of learning styles and ability levels
- High level of time management skills
- Ability to maintain appropriate standards of discipline in classroom
- Ability to teach/coach/supervise extra-curricular activities

- Ability to lead and/or facilitate in-house training
- Ability to design and deliver papers and workshops at external conferences
- Ability to speak other languages





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## Essential

- Ability to show initiative and contribute new ideas
- Ability to set a high standard of leadership in the classroom
- Ability to work collaboratively in a team

## Desirable

## Knowledge

- Understanding of other cultures
- Understanding of equal opportunities policies, and the impact that such a policy has on a class of students
- Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required
- Informed about current best practice and new pedagogical developments

- Knowledge of the IB continuum of programmes
- Knowledge of mixed culture teaching and learning

## Other Attributes

- Strong commitment to child protection and safeguarding
- Commitment to the IB Programme and philosophy
- Commitment to continuing professional and personal development





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# How to apply

Candidates are requested to submit their application form using the TES portal.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact ICS London Human Resources.

- Closing date for applications : **28th April 2025**
- We reserve the right to shortlist and appoint before closing date should an exceptional candidate apply.
- We are not able to offer visa sponsorship for this post. Candidates must have British or eligible visas to work in the UK.

ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to satisfactory references, Online Recruitment Searches, Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check (if applicable). Online checks will be carried out on all shortlisted candidates and candidates will be asked to talk through their applications during the interview, including periods when they were not working.

ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974. We reserve the right to shortlist applications before the closing date and to appoint an outstanding candidate should one present themselves.

If you have any questions, please contact HR on [recruitment@icslondon.co.uk](mailto:recruitment@icslondon.co.uk)