

KEW COLLEGE PREP



KS2 TEACHER - MATERNITY COVER – PART TIME (3 – 3.5 days per week)

FROM APRIL 2025

CANDIDATE INFORMATION PACK

CLOSING DATE: Monday 13th January 2025 at 12.00pm

Please note that KCP will review applications upon receipt and so reserves the right to close the vacancy early, should a successful appointment be made

Applications are invited from experienced candidates working in either the maintained or independent sector for the role of Key Stage 2 Teacher (maternity cover) at Kew College Prep. The post-holder will teach several subjects across years 3-6.

Kew College Prep is a nonselective, family-orientated school for girls and boys from Nursery to Year 6. The School was founded in 1927 and has been on its current site since 1953. It occupies two Victorian buildings at the front of the site housing our Middle School and Nursery classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT rooms and the state of the art Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are on a separate site one minute walk away.

More importantly, it is a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

This important role at our school requires the successful candidate to demonstrate excellence as a teacher, initiative, the ability to work autonomously and be a role model for the pupils in the class and the school as a whole, with care and compassion and preparedness to go the extra mile.



Key Stage 2 Classroom

The Playground



Job Description

The duties of the successful candidate will, amongst other duties, include the following:

KEY AIMS OF THE ROLE
<ul style="list-style-type: none">• Share and contribute to the school's vision, mission and values and communicate them successfully through effective management and positive behaviours.• Actively promote and model good practice in equality and diversity, safeguarding and health and safety.• Keep abreast of new initiatives in teaching and learning.• Teach and inspire children.
RESPONSIBILITIES FOR TEACHING AND LEARNING AS A CLASS TEACHER
<ul style="list-style-type: none">• To fulfil the duties and responsibilities of a class teacher• To inspire, challenge and develop pupils of all backgrounds, abilities and dispositions within a framework that is rooted in mutual respect.• To create a positive learning environment and use displays and resources to enhance learning.• To promote high standards of learning and achievement in all subjects taught, by using a variety of teaching methods and skill, including the use of IT, and using appropriate differentiation.• To have a secure knowledge of all subjects and curriculum areas taught and keep abreast of new initiatives in teaching and learning.• To plan effectively to ensure that pupils meet their potential, taking account of the needs of every child and identify intervention strategies when required.• To keep teaching plans up to date in all subjects taught by evaluating and refreshing plans regularly and plan with peer teacher to ensure consistency across the year group.• To take into account children's prior levels of attainment and use them to inform planning.• To give appropriate feedback based on the Lesson Objectives, set targets and allow time for children to uplevel their work and correct errors.• To set appropriate homework tailored to the needs of individual pupils and mark written work on a timely basis in accordance with the school Marking, Feedback and Assessment Policy.• To carry out assessment in line with school policy.• To assess, record and report on the development, progress, effort and attainment of pupils and collate the reports of the specialist teachers ensuring accuracy.• To communicate the information about a child's progress and attainment to parents via written reports, Parents' Evenings and other meetings.

- To work closely with and direct Teaching Assistants to ensure that they are appropriately prepared to support the children in your class.
- To provide cover for absent staff and carry out other duties as required.
- To set work for classes in the event of absences from school.
- To lead school assemblies as required.

GENERAL RESPONSIBILITIES

- To attend all staff meetings, Parents' Evenings and other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
- To perform any other duties that may reasonably be asked by the Head for the benefit of the pupils and/or the safe and efficient running of the school.
- To lead outings for your class (including residential as appropriate), following the procedures outlined in the Outings Policy and Procedures.
- To keep the website updated for all matters concerning your class.
- To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
- To adhere to all procedures set out in the Staff Procedures Handbook.
- To develop and maintain positive and professional relationships with all colleagues.
- To promote the School in a positive light at all times.
- To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

SAFEGUARDING, WELLBEING AND PASTORAL MATTERS

- To be aware of and implement all school policies and procedures, including safeguarding and child protection.
- To actively promote and model good practice in equality and diversity, safeguarding and health and safety.
- To look after the wellbeing and pastoral care of all children in your class.
- To share responsibility for the welfare, wellbeing and safety of all children in the school.
- To be the first port of call for parents of children in your class.
- To instil attitudes and habits consistent with maintaining a happy and caring community within the class, and whole school community.

- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline in accordance with the school policy.
- To ensure that children know how to keep safe in school and observe the school rules.
- To be a positive, caring role model for all in the school community.



The ICT suite



The Library

Person Specification

	<i>Essential</i>	<i>Desirable</i>	<i>Assessment via application form/ interview/lesson observation/written task</i>
Qualifications			
Qualified Teacher Status	X		Application form
Degree or equivalent	X		
Experience			
Be familiar with the National Curriculum and have experience of it	x		Application form and interview
Experience of organising and leading trips		x	Application form and interview
Experience of teaching in a prep school		x	Application form
Personal attributes			
The successful candidate will:			
Excellent teaching, organisational and team working skills.	x		Application form Lesson observation References
Provide evidence of ability to work under pressure to tight deadlines.	x		Application form and interview
Provide evidence of collaborative working practices with colleagues.	x		Application form and interview
Be willing to take part in extracurricular activities	x		Interview
Provide evidence that they value and respect the different experiences, ideas and backgrounds that others can bring to a team.	x		Interview
Provide evidence of ability to be self-motivated and reflective.	x		Application form, lesson observation and interview
Have an innovative and forward-thinking approach.	x		Lesson observation and references
Provide evidence that they value and respect the needs and views of children.	x		Interview, lesson observation and references

Provide evidence of their commitment to the safeguarding and protection of young people.	x		Interview and references
Act at all times as part of a team and actively support the ethos of the school	x		Interview and references
Be efficient, reliable and adaptable	x		Interview and references

Salary will be commensurate with the experience and qualifications of the successful candidate.

We value our staff and we are aware of each person's contribution to making KCP the thriving, safe and nurturing environment that it is. Below are some of the benefits which we offer:

- Employee Assistance Programme
- Fee remission (33% after one year of service)
- Employer contribution to pension
- CPD
- Supportive KCP community
- Cycle to work scheme
- Regular staff socials

The school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS check. The School may carry out online searches on shortlisted applicants.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Kew College Prep is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. All hiring decisions are based on merit.

Our Safeguarding and Child Protection Policy is available on our website at [Policies | Private School Richmond | Kew College Prep](#)

TO APPLY:-

1. Please read the Applicant Notes and complete an Application Form both found on our website at [Vacancies | Private School Richmond | Kew College Prep](#) and send to Nicola Harding at recruitment@kewcollegeprep.com (applications **must** be completed in full and sent to the correct person).
2. The recruitment process will comprise an interview, observed lesson, written task and a tour of the school.