



KEYSTAGE 1 CLASS TEACHER CANDIDATE PACK





South Lee Prep & Nursery, Bury St Edmunds

South Lee Prep School is a forward-thinking school that is always looking for ways to enhance learning and ignite intellectual curiosity in our children. We want them to become independent learners, to ask questions, to challenge what they already know, to learn new ways of thinking and to be the best they can possibly be. We also want them to learn who they are and how to be resilient and happy in their own skin.

Through our six South Lee pillars (authenticity and achievement, communication and community, nurture and zest) we aim to instil the skills and confidence in each child so they can go out into the world, ambitious and brave, ready to make a positive difference in whichever way they choose.



NURTURE



ACHIEVEMENT



COMMUNITY



COMMUNICATION



ZEST



AUTHENTICITY



Message from the Head

Thank you for taking an interest in the role of Keystage 1 teacher with games at South Lee Prep School & Nursery. We are looking for someone great who will inspire their learners to work hard and enjoy their learning. We hope for someone who is kind and will bring positivity and passion to their classroom and the school as a whole.

The role is a full-time, fixed term contract. Your role would involve teaching a variety of lessons to pupils in Pre-prep all the way up to Year 8. The ability to teach games, attend trips and take teams would be beneficial. You would contribute to the clubs programme, contribute to the provision of cover lessons and be fully involved in a busy and fun school day.

I hope you find our candidate pack helpful but if you have any further questions, please do get in touch with our staff recruitment team at recruitment@southlee.co.uk

I look forward to receiving your application,

Mrs Sarah Catchpole
Head



NURTURE



ACHIEVEMENT



COMMUNITY



COMMUNICATION



ZEST



AUTHENTICITY

Attributes of a successful candidate

- Excellent teacher;
- Inclusive, kind and empathetic;
- Ability to balance a busy day of teaching with administrative tasks and pastoral care for the pupils;
- Enthusiasm, energy and zest to share the joy of their subject(s);
- An honours degree with Qualified Teacher Status or equivalent;
- Confident use of IT;
- Excellent behaviour management;
- A creative thinker who can deliver challenging and engaging lessons;
- A desire to form a rapport with each child in their care and help them to be the best they can be;
- Works well within a team, is supportive of others and has a sense of humour.

Useful Information

- Class Teachers are line-managed by the Deputy Heads;
- There is a thorough and useful induction process for all teaching staff;
- All staff receive a staff buddy as well as a staff mentor;
- Class sizes average 12-15 with a maximum of 18 pupils in any one class.
- Staff should be on campus by 8am. The school site closes at 6pm.
- Staff are expected to run additional clubs or preps at least twice a week depending on their teaching commitment.
- Staff may have some evening or weekend commitments on rare occasions (parents evenings, transition events, supporting PTA events or projects, school trips)

Key Responsibilities

Subject Teacher

- creating a positive class ethos and encouraging pupils to enjoy their learning;
- supporting all pupils to be the best versions of themselves;
- developing a range of interesting and motivating lessons;
- monitoring, assessing and tracking progress of all pupils;
- providing a welcoming learning space, using displays, equipment and other innovations to inspire the children through their surroundings;
- working within the school values;
- preparing pupils for life and explicitly teaching life skills, social-emotional skills and communication skills;
- planning coherent and appropriately challenging and differentiated lessons;
- liaising with other teachers to create cross-curricular links to ensure joined up thinking around children's learning and progress;
- using outdoor learning to support classroom work;
- developing the children's IT literacy;
- marking work to provide appropriate and timely feedback whether written or verbal and helping pupils navigate how to improve and develop their creative ideas;
- being on duty at breaktimes or lunchtimes, helping to serve the pupils' food, monitor behaviour and proactively teach table manners, encourage healthy eating and polite social interactions;
- leading or attending school trips (day and possibly overnight) where possible;
- working with the staff team to develop the school to provide exciting opportunities for the pupils;
- marketing the school at all times through excellent work, relationships with parents and introductions to prospective parents;



Working at South Lee Prep & Nursery

- All teachers are issued with an iPad as part of our Digitally Enhanced Learning;
- Various opportunities for professional development including two day INSET each term;
- Longer school holidays than the maintained sector;
- Fee concessions for your own children;
- Free fitness and wellbeing training in our onsite gym
- Free on-site parking;
- Company Pension Scheme with flexibility for employees and free financial advice for each employee available on appointment;
- Delicious cooked lunches every day during term time and free refreshments available throughout the day;
- Conveniently located on the edge of bustling Bury St Edmunds;
- Reduced rates on facility hire for family events or groups from outside school;
- Thorough induction with mentor and staff buddy for the first year in post;
- Amazing colleagues with a culture of teamwork, sharing best practice and support.

Application Process

Deadline for this vacancy is the **16th March 2025**.

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made.

Applicants are therefore encouraged strongly to apply in good time.

All applications should be sent to recruitment@southlee.co.uk

For reasons of safer recruitment, please be aware we do not accept or review curriculum vitae. In order to progress your application, we will require a completed South Lee Prep School Application Form or the approved TES online application form.

It is our policy that we request employment references for all short-listed candidates prior to interview. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Candidates should be aware that in line with Keeping Children Safe 2024, we will conduct online searches for shortlisted candidates.





Contact Us



01284 754654



recruitment@southlee.co.uk



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