



APPOINTMENT OF :  
**PREP TEACHER**

Required for as soon as availability permits



# ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 2 to 18, independent school. We are forward-thinking and dynamic in our approach, all whilst staying true to our proud heritage, ethos and culture. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

We serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class School experience for pupils from aged 2 in our Little Lyons Nursery to aged 18 sitting A-Levels in our bespoke Sixth Form centre. John Lyon is a happy, warm and progressive community.

We admit pupils at 2+, 4+ and 7+ in our Prep School and 11+, 13+ and 16+ in our Senior School.

At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft. We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools.



## Our Prep School

At our Prep, we are dedicated to fostering personal growth and success for every child within a nurturing and supportive environment. This vision comes to life in our small, vibrant, and family-oriented school, where cultural diversity is celebrated, and every individual is valued.

We take pride in offering exceptional pastoral care, teaching the importance of openness, respect, and community. Our strong foundation in traditional educational values is complemented by our commitment to developing well-rounded, confident pupils.

Conveniently located in central Harrow, our Prep campus features outstanding facilities, including an indoor swimming pool, a newly refurbished science laboratory, a purpose-built Wellbeing Room, and a well-stocked library. Pupils also benefit from the exceptional resources at the Senior School campus and Sudbury Fields, our 25-acre site for sports and outdoor learning such as Forest School.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

*ISI Inspection Report*



## THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.

## OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

## OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



ENQUIRY



CREATIVITY

# KEY RESPONSIBILITIES

## JOB SUMMARY

We are seeking a passionate and dedicated Primary Teacher to join our dynamic team. The ideal candidate will inspire, nurture, and develop the young minds of children providing them with a strong foundation for lifelong learning. The class teacher will have responsibilities for ensuring the achievement of the highest possible educational standards in class and for fostering a positive, inclusive, and engaging learning environment that supports every child's academic and personal growth. in which pupils feel happy, secure, valued and ambitious.

## TEACHING AND LEARNING

- To plan, prepare and teach lessons which are pacy, challenging, inspiring and according to the educational needs of the pupils in their class.
- Promote an environment where children are excited to learn, and which fosters a spirit of enquiry.
- To plan lessons which ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To set clear learning objectives and targets to ensure progression.
- Assess, record, monitor and report on the personal development, progress and attainment of pupils to support the accurate reporting of achievement.
- Maintain a stimulating learning environment by means of displays, teaching methods, classroom and other activities that will stimulate and encourage participation in learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures. Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Through training, personal and professional development, maintain a sound understanding of subject(s) specialisms, teaching and assessment methodologies, curriculum developments and guidelines.
- Support and supervise the work of Teaching Assistants (where required) and their contribution to class and subject teaching.



- Display levels of personal behaviour which will provide an appropriate model for the pupils and ensure the effective management of pupil behaviour by the use of de-escalation strategies and positive handling techniques in accordance with school guidelines.

## WORKING WITH STAFF, PARENTS AND RELEVANT PROFESSIONALS

- Communicate effectively with other staff members and pupils, and with parents.
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents by providing feedback on pupil progress and attainment.
- Support the general progress and well-being of individual pupils and provide educational guidance and advice to pupils and parents.
- Communicate, meet and consult with parents and other bodies concerned with the health and welfare of pupils to ensure they are informed of progress and appropriately involved in case reviews and any matters of concern. Provide or contribute to oral and written assessments, reports, reviews and references relating to individual pupils and groups of pupils as necessary.

# KEY RESPONSIBILITIES

## OTHER PROFESSIONAL REQUIREMENTS

- Uphold and follow the Staff Code of Conduct.
- Make a positive contribution to the life of the school.
- Undertake any professional duties reasonably requested by the Head/Deputy Heads in connection with the smooth organisation and running of the school.
- Attend extra-curricular events such as carol services, evening concerts, residential trips as required by the Head.
- Support the after-school clubs including, where necessary, running and/or helping to plan and prepare for these clubs.
- Engage in ongoing professional development through training, courses and performance evaluations.
- Attend and lead relevant staff meetings, contributing to school-wide initiatives and planning.
- Attend functions outside of normal work hours, such as Parents' Evenings, Open Days and social events.
- Register the attendance of pupils and supervise pupils as required before, during or after school sessions and/or to provide cover in the event of staff absences.
- Attend, lead and assist in assemblies.

## STAFF DEVELOPMENT, TRAINING, REVIEWS AND MEETINGS

- The post holder will be committed to attend regular meetings and staff trainings and participate actively and effectively in their own development through supervision and the Performance Management processes.

## STANDARDS AND QUALITY ASSURANCE

- Uphold and model the school's Values.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Head.
- Adhere to health and safety policies and ensure they are reflected in daily practice.

“ Children form good relationships with their peers and learn the advantages of sharing resources and working together. Children behave well, develop self-confidence and persevere to solve problems when the solution is not always easily forthcoming

*ISI Inspection Report*

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# PERSON SPECIFICATIONS FOR ALL TEACHING APPOINTMENTS

## QUALIFICATION AND SKILLS

- Qualified Teacher Status (QTS)
- Proven experience teaching in a primary setting
- Strong understanding of the curriculum and assessment frameworks
- Excellence classroom management and communication skills
- Commitment to safeguarding and promoting the welfare of children
- Experience using a variety of teaching strategies and technologies to enhance learning.



## WHAT WE OFFER

- A supportive and dynamic teaching environment with small class sizes
- Professional development opportunities to enhance your career
- A state-of-the-art science laboratory and resources
- A vibrant school community with a focus on academic excellence and personal development.



It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.





**Senior Campus**

Middle Road, Harrow-on-the-Hill, London, HA2 0HN  
020 8515 9474

**Prep Campus**

Hindes Road, Harrow, London, HA1 0RX  
020 8515 9500

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