



**JOHN LYON SCHOOL**

# **Class Teacher (Prep)**

**START DATE: September 2026**

# HEAD'S WELCOME

**Thank you for your interest in joining our team here at John Lyon School.**

As a leading co-educational independent school in North West London, we are proud to offer an exceptional all-through education for pupils aged 2 to 18. Many of our pupils begin their journey in our pre-nursery or Prep school and progress confidently into the Senior School and Sixth Form, emerging as well-rounded, intellectually curious, and socially responsible young people, ready to make their mark on the world.

At the heart of John Lyon is an enduring belief in the individual potential of every pupil. We are deeply committed to academic excellence, but equally to the development of character, creativity and resilience. Our classrooms are places of challenge and encouragement, where pupils are inspired by expert teachers to inquire deeply, think independently and strive for excellence.

Our School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve, shape our culture, inform our teaching, and define the experience of those who study and work here.

Our pupils flourish not only in academic disciplines but through a rich and varied co-curricular programme. Sport, STEAM, music, drama, leadership and service opportunities are integral to school life and central to the holistic education we offer. As a Microsoft Showcase School, one of just 82 in the UK, we also place a strong emphasis on digital innovation, ensuring our pupils are prepared for the evolving demands of the modern world.

John Lyon is part of a broader educational ecosystem through John Lyon's Foundation and the Harrow Family of Schools, including Harrow School and its international network. This distinctive connection offers our staff and pupils a wealth of collaborative opportunities and global perspectives, enhancing the educational experience in powerful and meaningful ways.

This is an exciting time in the School's development. We are growing, evolving, and continually raising our standards to deliver the exceptional facilities, inspiring environments and comprehensive care our parents expect and our pupils deserve. If you are inspired by our mission and would like to contribute to the next chapter of our journey, we would be delighted to receive your application.

John Lyon is a warm, ambitious and forward-looking community. Our school environment is a deeply rewarding place within which to work, and both staff and pupils are encouraged to grow, achieve and thrive. Those who join us become part of a collaborative culture grounded in shared values, where passion for hard work and a commitment to excellence is celebrated and supported.

We look forward to receiving your application.

**Rose Hardy**  
**Head**



# ABOUT JOHN LYON

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.

## 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 Hertfordshire, 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



# Class Teacher (Prep)

*Reports to: Director of Studies / Phase Lead*

## JOB DESCRIPTION

### MAIN RESPONSIBILITIES

- All teachers are responsible for ensuring that each pupil is positively encouraged to develop their potential to the full;
- To embrace the School's Values and encourage pupils to develop them;
- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents;
- To contribute to the PSCHE programme when required;
- To attend whole School events, e.g. Open Days, Speech Day;
- To provide cover and examination assistance as required;
- All staff are required to contribute to the School's Co-Curricular programmes;
- Planning and teaching lessons to the curriculum;
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept;
- Undertaking development and training in the department and the school;
- Attending regular departmental meetings and other meetings as appropriate with the Director of Studies and other senior colleagues;
- Attending ECT meetings if appropriate;
- Cooperating with other departments in the School;
- Collaborating closely with other members of the department;
- Liaising with Phase Leads and Lead Teachers in matters concerned with pupil discipline and behaviour;
- Ensuring Health and Safety and Child Protection guidelines are followed;
- Creating and maintaining a stimulating environment in departmental rooms;
- Implementing all School and departmental policies;
- Contributing to the SMSC and PSCHE development of pupils;
- Completing any other duties that may be reasonably requested by the Director of Studies.

### ADDITIONAL RESPONSIBILITIES

- Participating in and assisting with the organisation of trips and activities to enhance the learning of pupils within the School;
- To be available as a tutor to an assigned tutor group and to carry out related duties in accordance with the general job description of Form Tutor;
- To stimulate and sustain co-curricular interest in their subject through clubs and competitions.

## GENERAL DUTIES

- Safeguarding and Child Protection
  - Act in accordance with the School's Safeguarding and Child Protection Policy and complete all required training.
  - Promote the welfare and safeguarding of all pupils at all times, taking appropriate action where concerns arise.
- Confidentiality and Data Protection
  - Handle sensitive information discreetly and in line with GDPR and School policies.
  - Maintain confidentiality regarding pupils, staff, parents, and governors at all times.
- Teaching and Learning
  - Deliver high-quality teaching in accordance with School policies and expectations.
  - Plan, prepare, and review lessons and schemes of work to meet the needs of all pupils.
  - Assess, record, and report on the development, progress, and attainment of pupils as required.
- Pupil Development and Pastoral Care
  - Support the academic, social, and emotional development of pupils.
  - Uphold high standards of pupil behaviour in line with the School's Behaviour Policy.
  - Undertake Form Tutor responsibilities (where applicable) and contribute to the wider pastoral care of pupils.
- Health, Safety and Wellbeing
  - Take reasonable care of your own health and safety and that of others.
  - Follow the School's Health and Safety Policy and report any concerns or incidents promptly.
- Professional Conduct
  - Maintain high standards of personal and professional behaviour, acting as a role model for pupils.
  - Support and uphold the ethos, aims, and values of the School.
  - Build positive and professional relationships with pupils, parents, and colleagues.
- Flexibility and Contribution to School Life
  - Undertake any other duties that may reasonably be required by the Director of Studies or Phase Lead.
  - Contribute fully to the wider life of the School, including co-curricular activities, events, and trips.
- Professional Development
  - Participate in the School's appraisal and professional development processes.
  - Take responsibility for keeping knowledge and skills up to date, including compliance training.
- Equality, Diversity and Inclusion
  - Promote inclusive practices and equality of opportunity across all aspects of School life.
  - Challenge and report inappropriate behaviour or discrimination in line with School policies.
- Team Contribution
  - Work collaboratively with colleagues to support pupil learning and wellbeing.
  - Share good practice, resources, and ideas to contribute to the effectiveness of the academic team.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

## PERSON SPECIFICATION

| <b>Qualifications &amp; Knowledge</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
|---|------------------|------------------|
| Suitable qualifications, including a bachelor's degree and QTS status                                   | X                |                  |
| Understanding of Safeguarding and Child Protection Protocols  | X                |                  |
| Teaching effectively throughout age and ability range (Key Stages 1 and 2)                              | X                |                  |
| <b>Skills &amp; Abilities</b>   | <b>ESSENTIAL</b> | <b>DESIRABLE</b> |
| Ability to generate enthusiasm for the subject to motivate pupils                                       | X                |                  |
| Good interpersonal and communication skills with pupils and colleagues, including listening and respect | X                |                  |
| Demonstrate excellent in-depth knowledge of the subject curriculum and application                      | X                |                  |
| Can demonstrate high standards of classroom management  | X                |                  |
| Manage assessment, recording and reporting pupils' progress   | X                |                  |
| Commitment to personal and professional development   |                  | X                |
| Willing to be involved in the wider activities of the School  |                  | X                |
| Confidence to contribute their own ideas and initiatives to the philosophy of the School.               |                  | X                |
| Practical understanding of administrative demands   |                  | X                |

The post holder's responsibility is 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 Safeguarding and 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.



**John Lyon School**

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London, HA2 0HN  
020 8515 9400

**John Lyon School**

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London, HA1 0RX  
020 8515 9500