



FOREST PREPARATORY SCHOOL

Independent Prep School
for boys and girls aged 4 – 11
in Northeast London



Teacher of Year 4
From September 2025



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Safeguarding

The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy. The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

Contact Details

Address: Forest School, College Place, London E17 3PY

Telephone: 020 8352 6620

Email: prep@forest.org.uk

Website: <https://www.forest.org.uk/prep>



Welcome from the Head

Dear applicant

Thank you for your interest in the position of Teacher of Year 4 at Forest Preparatory School.

Following the expansion of the Preparatory School, we are seeking to appoint an exceptional and dynamic teacher to join our outstanding team, from September 2025.

At Forest Prep, we are passionate about providing a rich educational journey, nurturing empathetic, collaborative, and intellectually agile pupils. Our broad curriculum includes core subjects and diverse disciplines, supporting both academic and personal growth. Co-curricular activities are essential here, offering pupils numerous opportunities to develop their interests and leadership skills.



More than academic excellence, we prepare our pupils for life's next steps. Our engaging curriculum and various activities build confidence, trust, and vital life skills. Our pupils leave us ready to embrace their future with resilience and curiosity.

For a glimpse into Forest Prep's vibrant community, please take a look around our website at forest.org.uk. Forest Prep is a remarkable school, and we seek remarkable people.

We are excited about you potentially joining our team and look forward to your hearing from you.

Best wishes

James Sanderson FRSA, FCCT
Headmaster





About Forest Preparatory School

Benefiting from the structure and the economies of scale it brings, Forest Preparatory School is a vital component of an all-through school which teaches pupils from 4 to 18. Forest Preparatory School has expanded recently to 4 form entry in the Pre-Prep and a total of 480 pupils altogether.

Forest Preparatory School Vision Aims and Values

Vision

Forest Preparatory School will provide an education founded on challenge, breadth and personal fulfilment. Our learning environments will be ambitious, inclusive, creative and industrious spaces where teachers inspire and support pupils to exceed their expectations and to strive for ambitious goals. Forest Prep pupils will achieve more than academic excellence; they will become remarkable young people, empowered to make a positive difference in a changing world. Our staff will champion each and every pupil and nurture in them the qualities of initiative, perseverance and responsibility.

Aims

Forest Preparatory School will equip pupils to flourish in the world into which they will grow up and prepare them for the next stage of their education. We will achieve this by:

- Curating a broad and innovative curriculum
- Building pupils' capacity to learn and to lead
- Challenging pupils to think deeply and to develop self-reliance
- Nurturing pupils' personal development in an atmosphere of trust, fairness and community
- Developing pupils' sense of empathy, compassion and global citizenship
- Caring for all aspects of pupils' wellbeing and teaching them to practise self-care

Values: IPR

Pupils will demonstrate initiative by being:

- inquiring
- adaptable
- a communicator

Pupils will demonstrate perseverance by being:

- organised
- problem-solving
- resilient

Pupils will demonstrate responsibility by being:

- respectful
- a collaborator
- a leader



Forest Preparatory School: Where Young People Grow



The Role: Teacher of Year 4

You will be teaching a class of 24 pupils the core subjects of Maths, Science and English, alongside Personal, Social, Health and Economic Education (PSHEE) and a range of humanities subjects including Religious Education, History, Geography, and Economics.

You will also be joining a team of dedicated subject specialist teachers who teach foundation subjects such as Engineering, Modern Foreign Languages, Drama, Music, Physical Education, Swimming, and Dance. This variety enriches our pupils' educational experience and provides a supportive and dynamic environment for teachers.

This position offers an excellent opportunity to engage with pupils across a wide spectrum of disciplines, shaping their academic and personal development. It also presents a chance to collaborate with experienced professionals across different fields, fostering an environment of mutual learning and growth. The role is ideal for someone who values a diverse teaching experience and is committed to educating well-rounded individuals.

Why work at Forest?

There are many benefits of working at Forest school as staff are our single most important asset. Key benefits include:

- Generous CPD budget
- Comprehensive Professional Development Review system
- Opportunities to contribute to the wider community via our extensive Outreach Programme
- Free hot lunch (takeaway sandwich lunch also available) and refreshments throughout the day
- 20% fee remission (pro-rata for part time staff) for children attending Forest which is applicable Reception-Y13
- Subsidised membership to the on-site Sylvestrian Leisure Centre
- Membership of the School's Group Life Assurance scheme and Personal Accident Scheme
- Contribution towards private medical insurance fees
- Membership of a pension scheme

Class sizes

- Reception - Year 2: 16 per class with a full-time Teaching Assistant in each class
- Year 3 - Year 6: 24 per class with three Teaching Assistants shared over two year groups

Planning, Preparation and Assessment (PPA)

- The aim is always to allow 20% remission on your timetable to allow for PPA. This will be spread across the week.



Teacher Generic Duties and Responsibilities (Prep School)

Below sets out the generic, main duties and responsibilities of any teacher at Forest Prep School. Those holding positions of responsibility have specific job descriptions, in addition to the duties described below. Above all, Forest Prep School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare, and deliver lessons that cater to the needs of the whole ability range within the class.
- Ensure coverage, progression, and continuity in all teaching.
- Deploy a variety of teaching methods to engage students.
- Set homework in accordance with School policy and, mark meaningfully and return in a timely manner.
- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage and inspire pupils, showing enthusiasm for their subject in the classroom.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Demonstrate an awareness of AfL strategies and personalise the learning of all pupils, as appropriate, using teaching strategies and adjustments that allow for the full range of ability and learning styles in each class, particularly considering the learning needs of SEND pupils.
- Plan, organise and deliver interventions for pupils in the class.
- Plan for the use of and communicate with TAs where relevant
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the awarding of internal grades as required.

Assessment

- Continuously assess and record the progress and attainment of pupils.
- Provide regular feedback to pupils, parents, and guardians about their child's progress and attainment.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupils' progress in their subject.

Classroom Management

- Create and maintain a stimulating and inclusive learning environment.
- Manage pupil behaviour in the classroom, establish an orderly working environment ensuring the safety and excellent conduct of pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to uphold the pupils' Code of Conduct and Dress Code.



Pastoral Care

- Provide pastoral care and support to pupils, and attend to their social, emotional, and physical wellbeing.
- Foster positive relationships with and between pupils in the class.
- Ensure that they are familiar with the School's health and safety guidance and be responsible for their own health and safety and that of their pupils.
- If a form teacher, be prepared to undertake the pastoral role of a tutor to your class.
- If present in School, attend assemblies and Chapel services, supervising the pupils, unless permission to be absent has been given by the Senior Deputy Head of the Preparatory School.
- Be a positive role model and consistently demonstrate the same positive attitude, values and behaviour which is expected from our pupils.

Curriculum Development

- Contribute to the development and coordination of the Prep School curriculum.
- Stay up to date with changes and innovations in the education sector, especially as they relate to independent prep schools.

Extra-curricular

- Contribute imaginatively to the co-curricular and extra-curricular programmes of the Prep School as required by the Leadership of the Prep School and be prepared to run or assist with activities beyond lesson times when required.
- Participate in, and possibly lead, before/after-school and or lunch time Clubs, educational visits, residential visits, or School events.

Communication

- Foster positive relationships with parents and guardians through regular communication (for example the daily signing of the communication diary).
- Report to parents on the development, progress, and attainment of pupils by writing reports and in-person or online parents' evenings.



Day-to-Day Expectations

Form Teachers

- Collect pupils from the playground upon morning arrival.
- Accompany forms to all assemblies and chapel services.
- Eat lunch in the dining hall with forms every day, unless with the permission of the Head of the Prep School or his/her Senior Deputy, encouraging good table manners and social interaction.
- Dismiss pupils at the end of the day as directed.



Subject Specialists

Recognising that subject specialists do not carry the pastoral load of a form teacher, it is expected that they will contribute a similar amount of time in their day to the pastoral and general support of pupils. This includes, but is not limited to:

- Providing pastoral support to form teachers as required, particularly to enable phase meetings.
- Attend all assemblies and chapel services, assisting form teachers as required.
- Supporting form teachers, by regularly eating lunch with forms in the Dining Hall when not expected to deliver a Club or duty in the second half of lunch break, enabling colleagues to prepare for Clubs and to support teaching assistants for their regular meeting time.

Professional Responsibilities

- Support and foster the aims of the School.
- Engage in professional development to enhance teaching and pupils' learning.
- Participate in weekly after-school staff development meetings and before-school briefings, INSET days, and parent meetings as required.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including scheduled and unscheduled supervision duties and cover for absent colleagues, as are allocated to them by the Prep School Leadership Team, punctually and efficiently.
- Attend Prize Giving Ceremony, Harvest Festival, Information/Parents' Evenings and similar important functions both in-and-out of normal School hours and participate in Open Days for prospective parents and pupils.
- Notify the Head of the Prep School and Senior Deputy Head as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend additional and relevant in-service CPD each year, after obtaining the agreement of the Head of the Prep School.
- Participate in mutual lesson observations both within, and beyond the Prep School, as a part of sharing best practice.
- Take part in the School's performance management scheme and appraisal system.
- If during the course of time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post-holder.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Prep School.





Person Specification

CRITERIA	Essential	Desirable
QUALIFICATIONS:		
Qualified Teacher Status (QTS) in the Primary Phase	X	
An enhanced Disclosure and Barring Services (DBS) check	X	
EXPERIENCE:		
Prior experience as a class teacher in the maintained or independent primary phase	X	
Appropriate co-curricular interests and experience	X	
KNOWLEDGE & SKILLS:		
A thorough understanding of safeguarding best practice	X	
An understanding of how to use assessment to inform planning for excellent teaching and learning	X	
The ability to differentiate materials to meet the needs of the learners	X	
Strong and consistent classroom management skills	X	
The ability to work with the needs of the pupils and parents in our culturally diverse community	X	
The ability to organise and prioritise your own workload whilst working alone, and as part of a team	X	
APTITUDES:		
Outstanding and innovative practitioner	X	
The capacity to inspire and motivate pupils	X	
High personal and professional standards	X	
Effective time management, documentation and organizational skills	X	
Commitment to professional development	X	
Confident with technology	X	
Interpersonal skills	X	
Effective communicator	X	
Approachable	X	
Sensitivity and humour	X	
A willingness to contribute to enrichment activities	X	

The Process

Applications are via the application form on TES and applications will be reviewed on an ongoing basis, so early applications are encouraged. The School reserves the right to make an appointment at any stage.

Applications will close on Friday 7th February 2025 at 12 midday

Interviews will be held Tuesday February 11th, 2024



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Forest Preparatory School: Where Young People Grow