



CLAREMONT  
FAN COURT SCHOOL



**EARLY YEARS EDUCATOR**

JOB INFORMATION

# THE SCHOOL



'They (pupils) become respectful and tolerant young people, ready for their next steps and appropriately prepared to contribute to society in whatever way they can.'

ISI REPORT (December 2024)

Welcome to Claremont, a thriving independent coeducational HMC day school in Esher, Surrey, educating approximately 1,200 pupils aged 2 to 18, with an even balance of girls and boys. Founded in 1922, Claremont was built from small but very significant foundations which has shaped our current mission, vision and ethos today. Nearly fifty years ago, we became fully co-educational and are now a school of choice for families seeking a high-quality, well-established and caring school experience.

At Claremont, we recognise and nurture the potential of every individual, helping each pupil to achieve more than they ever thought possible. Our entire philosophy is underpinned by goodness, with core values of courtesy, respect, trust, moral integrity, and self-discipline guiding all that we do.

Claremont is known for focusing on the academic potential of our pupils, but never at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential,

not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers. The focus on building character qualities ensures that our pupils leave as positive, caring members of the global community.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

# HEAD'S INTRODUCTION



The junior school comprises two vibrant parts: Fan Court, welcoming our youngest pupils up to Year 2 and Stable Court, home to years 3 to 6. With first rate facilities, some shared across the whole school site, and specialist teaching in dedicated spaces where appropriate, every child's journey is thoughtfully designed to nurture confidence, independence and strong foundations for future academic and all-round success.

We understand that each child is unique, and our belief in their limitless potential underpins our work. Pupils thrive through the rich opportunities and experiences on offer, in an environment where curiosity is celebrated, voices are valued, and pupils feel confident to aim high both in and beyond the classroom. We know that personal growth comes not only from the self-esteem built through success and achievement but also from having to overcome challenges along the way, thus we promote determination, resilience and a spirit of adventure, to encourage our pupils to embrace every opportunity to learn: about themselves, others and the wider world.

Our curriculum is engaging, imaginative and robust. We provide purposeful and regular professional development to ensure our

teaching is distinctive and effective, engaging in the latest educational research to support every child reach their potential. Staff with leadership aspirations are encouraged and guided as they develop the knowledge and skills needed to progress in their careers while making a meaningful impact in and out of the classroom. Some specialist teaching exists in Fan Court, an approach that grows as the children move through junior school into Stable Court, where the curriculum broadens while remaining guided and supportive: we have specialist teachers in languages, music, Art and Design, Computing, drama, outdoor learning, PE and sport, but all staff are expected to ignite curiosity through engaging learning environments and make best use of our beautiful grounds.

As a co-educational through-school we benefit from strong pastoral and academic links across all age groups, offering rich opportunities for pupil enrichment and professional dialogue. A particular joy of working in the Junior School is witnessing our pupils continue to grow, flourish and succeed as they move through the school.

*Matthew Jelley, Head of junior school*

# WORKING AT CLAREMONT



Claremont is more than just a school; it is a community. We are dedicated to creating a supporting, caring, and welcoming workplace where every employee can thrive. Diversity is celebrated, individuality is valued, and professional growth is encouraged and supported.

Our dedicated staff are our greatest strength. From the moment you join, you will receive a comprehensive induction and ongoing opportunities for professional development. Whether you are in a teaching or support role, you will be part of a team that works collaboratively to make a real difference.

We strive to attract outstanding individuals to join our teaching and support teams: our teachers are highly qualified, passionate professionals committed to inspiring every pupil and our support staff are integral to the success of the smooth and effective operation of our school. Above all, we are all dedicated to nurturing each pupil's unique talents and unlocking their limitless potential.

We welcome applications from candidates with a variety of professional backgrounds, both within and beyond education, recognising the strength this diversity brings to Claremont as an inclusive and forward-looking community.

## *Location*

Set in 100 acres of historic grounds in Surrey, Claremont is conveniently located just outside Esher town centre, with easy access to the A3, M3, and M25, and excellent rail links to central London, Guildford, Hampton Court, and Reading from Claygate or Esher stations. There is ample free parking, cycle storage, and local bus services are readily available.

The area combines the space and natural beauty of the Surrey countryside, including the Surrey Hills Area of Outstanding Natural Beauty, with the culture, shopping, and entertainment of London, Kingston, and Guildford just a short journey away. Outdoor enthusiasts can enjoy walking along the River Thames, exploring Richmond Park and Bushy Park, or visiting neighbouring National Trust properties such as Claremont Gardens, or cycling and hiking at Box Hill.

Local attractions include Hampton Court Palace, RHS Wisley Gardens, and Sandown Racecourse, as well as theatres, cinemas, music venues, and sports clubs, providing plenty of opportunities for relaxation and recreation.

# MISSION, VISION, AND ETHOS



## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos.

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.

# THE ROLE



We are looking for a qualified Early Years Educator to work in our nursery from September 2026. As the class teacher you will teach up to a maximum of 16 nursery children and have oversight of one teaching assistant.

## *Teaching and Learning*

- Deliver an agreed curriculum that reflects current evidence based best practice
- Promote early talk and maths mastery across the curriculum
- Make imaginative and impactful use of technology across the curriculum
- Organise an imaginative and free-flow environment making good use of both the inside and outside space
- Develop schemes of work and lesson plans to achieve curricular objectives
- Develop a learning environment through which each child has an educational experience suitable for their needs
- Work with other teachers to plan curriculum, activities and special projects
- Prepare and teach lessons that cater to the wide range of abilities within the class
- Teach lessons that show a balance between whole class instruction, small group learning and independent learning
- Teach lessons that demonstrate integration of the various curricular concepts
- Set and mark pupils' work according to School policies
- Demonstrates a proven track record of delivering a curriculum that effectively prepares children for

their next stage of education, with a strong understanding of the foundations of early learning as outlined in the EYFS curriculum.

- Give prompt and relevant feedback to pupils to praise achievements and identify targets
- Use different models of assessment to measure pupils learning, plan for future learning and evaluate teaching
- Assess pupils' learning on a regular basis in order to set new targets for development, in line with school policies and procedures
- Conduct formal and informal reporting to parents in line with school policies and procedures
- Ensure all children are learning to their full potential

## *Pastoral*

- Proven ability to create and maintain an excellent rapport with children, parents and colleagues
- Have an excellent understanding of child development, especially focused on the characteristics of the primary age group
- Create a classroom environment that nurtures pupil love for learning and fosters the development of citizenship, character and social abilities
- Be familiar with relevant information about each pupil
- Support pupils in their learning journeys
- Maintain class discipline and safeguard pupils' health and safety
- Be responsive to pupils' physical and emotional welfare, liaising with internal and external support and agencies as appropriate, to ensure all children are happy, safe and their needs are met

# THE ROLE



## *Duties*

- Participate in and make an effective contribution to staff meetings
- Attend and support school assemblies and events
- Attend whole school meetings at the beginning of each term, weekly staff meetings and parents' evenings and open mornings
- Attend in-service training sessions at school or on relevant courses as appropriate during INSET days and on other occasions
- Cover for absent staff in designated non-contact time on a roster basis where needed
- Participate in the Fan Court co-curricular programme, each term
- Support Friends (Claremont's PTA) activities as appropriate
- Team teach with other teachers in the year group
- Undertake any additional tasks to support the pupils and the school as reasonably requested by the Head of the Junior School and Head of Early Years

## *Professional Responsibilities*

- Understand and support the ethos of the school
- Demonstrate a commitment to quality with a high regard for ethics in all aspects of daily teaching
- Strive for continuous professional growth and development
- Share results of individual practice with colleagues
- Maintain accurate records
- Communicate with parents in a professional, open and supportive way regarding pupils' progress – academic and pastoral
- Maintain wise use of resources and supplies
- Have a working knowledge of safeguarding practices and procedures within an EYFS setting

## *Performance Measures*

The performance of the teacher will be measured by an annual performance review

# THE PERSON



## PERSON SPECIFICATION

The successful candidate is likely to match the following characteristics:

- Have an Early Years level 6 qualification or equivalent
- Have excellent teaching skills
- Show positive rapport with children
- Be cheerful, passionate and professional with the ability to inspire confidence in pupils, colleagues and parents
- Demonstrate knowledge of how to use and apply assessment data to improve outcomes
- Have the ability to support pupils through the integration of technology within the curriculum
- Demonstrate commitment to setting high expectations in pupils
- Show effective classroom administration and good organisational ability
- Excellent communication orally and in writing with pupils, staff and parents
- Have a commitment to a high level of pastoral care
- Be committed to providing an effective learning environment appropriate to the needs and abilities of all pupils
- Be committed to one's own and others' ongoing professional development
- Be able and willing to work hard with enthusiasm and good grace
- Be willing to promote and be loyal to the ethos of the School

# EMPLOYEE BENEFITS



At Claremont, we are committed to attracting and retaining truly exceptional staff by offering a competitive benefits package that supports both professional growth and personal wellbeing:

## *Reward and Recognition*

- Competitive salaries, reflecting qualifications, experience, and expertise.
- Generous defined contributory pension scheme.
- Comprehensive life assurance
- Staff fee remission for eligible employee's children at Claremont who satisfy the admissions criteria following successful completion of probationary period.

## *Professional development*

- We foster a strong culture of continuous professional development, with encouragement at the highest level for ongoing training, further qualifications, and career progression.

## *Wellbeing and Support*

- Access to a confidential counselling service for employees and eligible family members (aged 18+), available 24 hours a day, 365 days a year.
- Annual flu vaccinations provided free of charge.
- An active social and wellbeing committee organising a varied programme of regular social events and activities, from book clubs, running

clubs and quizzes to sporting and social gatherings.

- Access to the school gym at agreed times.
- Family-friendly policies designed to support a healthy work-life balance, including enhanced maternity and paternity pay.

## *Meals and Refreshments*

- Complimentary lunches during term time, freshly prepared by our outstanding catering team.
- Free tea, coffee, and refreshments available throughout the school day.

## *Parking*

- Free, onsite parking available for all staff.
- Cycle storage area.

## *Cycle to work scheme*

- Access to Cyclescheme, allowing employees to purchase bicycles and accessories up to the value of £2,500.

## *Holiday camp discounts*

- Discounted rates for Claremont holiday camps for permanent staff during school holiday periods.

# SAFEGUARDING AND EQUAL OPPORTUNITIES



## *Equality, diversity and inclusion*

We are proud to be an equal opportunities employer and welcome applications from suitably qualified candidates from all backgrounds. We are fully committed to providing a friendly, positive, caring and professional working environment in which equality, diversity and inclusion are actively promoted, and all members of the Claremont community are treated with dignity and respect, free from discrimination, harassment or inappropriate behaviour.



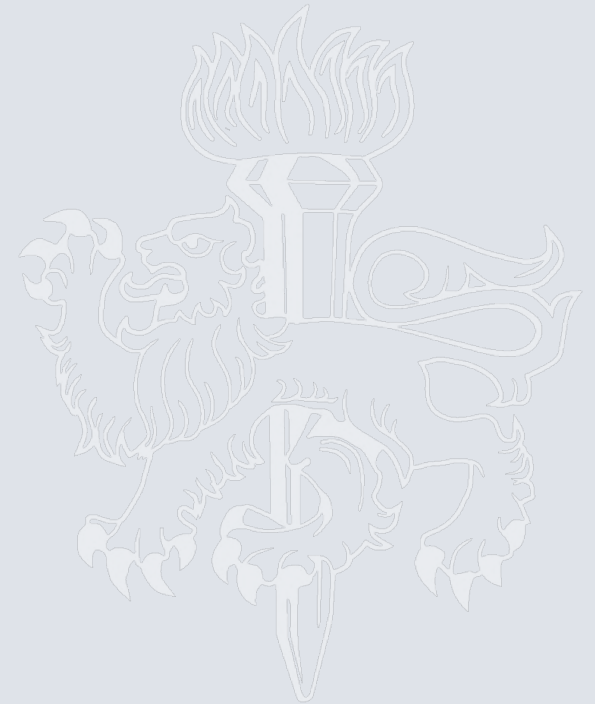
We value individuality and seek to build a workforce that reflects the diversity of the community we serve. In accordance with the Equality Act 2010, we do not discriminate on the grounds of any protected characteristic, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex, or sexual orientation.



The school is committed to ensuring equality of opportunity throughout recruitment, employment and career development, making reasonable adjustments where required, and fostering an inclusive environment in which all members of the school community feel valued, respected, supported and able to thrive.

## *Safeguarding*

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



# TERMS AND CONDITIONS



## *Salary:*

Competitive and in line with skills and experience

## *Hours:*

Full time:

- 42 hours per week for 35 weeks of the year (Term time plus all INSETS) with an additional week for planning and preparation. This equates to a total of 36 weeks
- The nursery day runs from 8:30am - 3:15pm. Nursery staff work ordinarily 8.00am-4.15pm (excepting days on which there is a staff meeting which may run to 5.30pm, on occasion, and weeks when parent meetings and other school events are scheduled after hours)
- Some flexibility will be required to meet the needs of the school.

Please ensure you read the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application via our recruitment portal. If you have any questions about the application process, please contact [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

References may be taken up at any stage during the recruitment process.

The closing date for applications is **9:00am Tuesday 5 May 2026**

**Applications for this role will be considered as they are received. Interviews, and any subsequent offers, may be made at any stage of the process. Candidates are therefore encouraged to submit their applications at the earliest opportunity.**

**Interviews are expected to take place on Monday 11 and Tuesday 12 May 2026**



# CLAREMONT

## FAN COURT SCHOOL

[www.claremont.net](http://www.claremont.net) | [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)  
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