

# Durham High School



## Teacher of Pre-Prep (Nursery - Year 2)

dhsfg.org.uk



# Welcome

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents are celebrated, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve the highest GCSE and A Level results in County Durham.

In December, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer.

We are currently seeking a full time Primary Teacher, a position that has become available due to the retirement of a valued colleague. This is a wonderful opportunity to inspire the next generation of leaders in a forward-thinking and supportive environment.

We recently announced a phased move to co-education: from Nursery to Year 6 by September 2025, and from Year 7 to Sixth Form by September 2026. While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our recent strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.

Best Wishes  
Michelle Hill  
Headmistress



# The Position

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**We are seeking to recruit a dynamic and enthusiastic person to join our friendly and caring Pre-Prep and Prep Department.**

Teaching classes for September have not been decided yet, so we will take into account the experience of the successful candidate when allocating classes . Applications from ECTs and experienced teachers are welcome.

We have wonderful pupils who have a passion for learning and deserve the very best. Our Pre-Prep and Prep staff nurture and encourage our children by creating an environment which is supportive, positive and respectful. There is a real 'family feel' which is evident as soon as you step inside.

Our small classes allow us to know our pupils as individuals and to tailor our teaching accordingly. The children learn to collaborate and communicate, and are encouraged to be creative and use their imaginations. They take a real pride in their work, are well-motivated and embrace the challenges of new learning.

Our days are busy ones: outside of the classroom, there is a wide range of activities and events which our children can participate in enabling them to discover their talents, broaden their horizons and develop resilience. Class trips take place each term and there are residential trips for our older Prep pupils. Our staff are prepared to go the extra mile for our pupils to enable them to reach their full potential.



# The Position Continued



## Pre-Prep and Prep Curriculum

Our pupils receive a broad and balanced education in which pupils' individual abilities and confidence are developed enabling every child to achieve their potential. Our curriculum has been planned to incorporate the following:

- To encourage and stimulate the best possible progress and the highest attainment for all pupils.
- To develop pupils' enjoyment of, appetite for and commitment to learning and achieving.
- To equip pupils with the essential learning skills of literacy, speaking and listening, numeracy and computing and the skills to enquire and make connections across areas of learning.
- To build on pupils' strengths and interests and develop their confidence in their capacity to learn and work independently and collaboratively.
- To enable pupils to think creatively and critically and to solve problems.

Pupils undertake a wide range of educational experiences aimed at enriching and extending their abilities and understanding. There is a strong emphasis on enrichment through extra-curricular activities, educational visits (both day and residential) and themed days.



# Facilities

## Facilities

Our dedicated Pre-Prep and Prep facilities provide a nurturing environment where curiosity and creativity thrive. Children enjoy access to their own cosy library, complete with bean bags, where they can read for pleasure or investigate topics for classwork. Before school, pupils often gather to read together or catch up with current events in First News, a newspaper designed for young readers. Lessons take place in bright, stimulating classrooms, supported by an IT suite that builds digital confidence from an early age.

Our purpose-built Nursery offers a warm, welcoming space where our youngest learners can grow, play, and begin their educational journey in a setting designed just for them.

Outdoor learning is a key part of life in Pre-Prep and Prep. Our superb large outdoor provision includes a beautiful woodland environment with a purpose built, heated and illuminated Outdoor Classroom. Whether they're exploring nature, engaging in imaginative play, or taking part in hands-on learning activities, children thrive in the fresh air all year round.

## Extracurricular Activities

At Durham High, our wide range of extra-curricular clubs encourages pupils to explore their interests and develop new skills. From Football, Ballet, Musical Theatre, and Dance to, Hockey, Science Sparks and Karate- there's something for everyone.



# Our Heritage

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The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18.

In the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.

# Our Location

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Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.

# Our Results

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In 2024 82.6% of pupils achieved grades A\*-B at A Level, which was significantly higher than national average. 63% of all grades were A\*-A.

At GCSE, the proportion of top grades (9-7) was 67.8%, which is significantly higher than regional and national averages.



# Job description

**Durham High School Scale 1-9 depending on Experience.**

**Accountable to Head of Pre-Prep and Prep**

**Maximise the potential of all pupils in the class**

- Be an excellent classroom practitioner.
- Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Maintain a stimulating educational environment in your classroom.
- Teach pupils how to learn and think as well as to know and understand.
- Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.
- Use data to inform planning and teaching.
- Actively promote the use of IT to engage pupils.
- Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs
- Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.
- Teach the strategies needed to pass exams.

- Know about pupils' personal circumstances that may affect your teaching and pupils' learning.
- Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance (SIMS) and performance according to school guidelines.
- Set and mark work for classes in the event of your absence.
- Ensure that pupils' efforts are properly rewarded.
- Ensure that homework is appropriately set.
- Follow and implement the school's curriculum policies.
- Support interventions within the subject area to encourage academic excellence.



# Job description

## Contribute to the work of the Department

- Contribute to the subject area or department documentation, the construction and review of schemes of work, sets of resources and departmental administration.
- Share resources and ideas and disseminate examples of good practice.
- Attend subject meetings
- To ensure resources are used effectively and kept in good order.
- Contribute to the setting, management, marking and administration of internal examinations and scholarship papers.
- Organise and take part in subject area trips and visits.
- Work with the SEND department to provide pupil support.
- Maintain a safe working environment in the class rooms

## Contribute to the all-round education that the school offers

- Contribute to the department's co-curricular programme.
- Contribute to the department's planning.
- Make book recommendations to the librarian.



# Job description

## Tutor pupils within your class and guide them individually through their education and towards Senior Department

- Register your class daily in line with national legislation and school policy.
- To develop relationships with the children in your care so that they feel known and valued.
- To promote the positive behaviours of be ready, be respectful and be safe.
- Promote high standards of uniform and presentation.
- Co-ordinate key stage assemblies
- Play an active role in House activities, modelling positive participation and collating House point totals.
- Support their wider development by attending plays, concerts, matches, etc. in which they appear.
- Encourage participation in extra-curricular activities.
- Effective recording of contact with parents, on CPOMS and alerting appropriate staff members.
- Timely communication to share knowledge relating to girls, to break down barriers to learning.

## Contribute to the wider community

- Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.



# Job description



## **Foster your own professional development**

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attend staff working groups to develop good practice

## **Communicate with parents**

- Write reports according to the school's assessment calendar and format.
- Ensure reports include specific targets and strategies for girl's development.
- Attend Parents' Meetings.
- Communicate clearly and promptly (following the communication protocol) with parents if requested.

## **Understand the importance of safeguarding**

- In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
- Complete weekly break time and lunchtime duties as per the rota and After School Care duties as allocated.

**Any other reasonable task requested by the Headmistress**

# The Person

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## Skills Required

- Ability to teach children from Nursery to Year 2 - **Essential**
- Ability to use a range of teaching strategies in order to meet the needs of all pupils - **Essential**
- Sound behaviour management skills and discipline, both inside and outside the classroom - **Essential**
- Dedication to promoting the Pre-Prep and Prep Department within the school and marketing within and outside school - **Essential**
- Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents) - **Essential**
- Ability to work on own initiative and react to competing demands - **Essential**
- Ability to maintain confidentiality - **Essential**
- Confident user of IT to aid administration and learning - **Essential**
- Able to play the piano- **Desirable**

## Knowledge base

- Experience of working in a Primary setting - **Essential**
- Good understanding of how children learn and develop- **Essential**
- Knowledge of SEND and students with individual learning needs - **Essential**

## Experience

- Successful experience of teaching a range of key stages - **Essential**
- Awareness of health and safety requirements relevant to the job - **Essential**
- Proven experience of successfully contributing to or running extra curricular clubs and activities - **Desirable**
- Experience of working within a successful team - **Desirable**

## Qualification/Attainment

- Qualified teacher status - **Essential**
- Good honours degree - **Essential**
- Paediatric First Aid certificate (current)- **Desirable**



# The Person



## Experience

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- Proven experience of successfully contributing to or running extra curricular clubs and activities - **Desirable**

## Attitude/approach

- Warm and friendly personality—**Essential**
- Enthusiastic, positive and hard working - **Essential**
- A passion for education - **Essential**
- Commitment to the safeguarding of children and young people - **Essential**
- Ability to inspire, motivate and support pupils - **Essential**
- Flexible and approachable attitude - **Essential**
- Ability to solve problems, make sound judgements and take decisions - **Essential**
- Ability to work under pressure, on own initiative, accurately and with attention to detail - **Essential**
- Commitment to the improvement and development of own teaching and performance - **Essential**
- Good Sense of Humour - **Desirable**



# The Person

## Attitude/approach

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# Pre Prep & Prep



We implement a curriculum which is fun and academically rigorous, but at the same time is supportive of individual progress, personal strengths and areas to develop. Our expert, professional team utilise the best of pedagogy and research into early childhood learning and our wonderful enabling environment to ensure your child has an exemplary foundation to their educational career.

The children's timetable consists of core subject teaching of Mathematics and English each morning, whilst the afternoon sessions offer the flexibility for further learning to take place within specific year groups, or to work across phase to enable the elements of the non-core subjects to be taught by experts through a thematic, connected approach. Teaching takes place in stimulating classrooms and a superb large outdoor provision area, including a woodland environment complete with tepee and a purposeful, heated and illuminated Outdoor Classroom.

Throughout the Pre-Prep department, indoor and outdoor areas of provision and challenge are established for all children to be able to work independently, increasing opportunities to take responsibility for their own learning, to reinforce and extend prior learning and to be creative. We have mapped the Early Years Foundation Stage and KS1 National Curriculum, transforming it into a progressive and unique Pre-Prep curriculum. Open-ended challenges will be used for those with more advanced skills, where more emphasis is placed on leadership, application, presentation, and higher-level thinking skills.



**"Children make rapid progress in relation to their starting points, thus reaching or surpassing national age-related expectations by the end of Reception." ISI Report, October 2022.**

# ISI Inspection

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.



**The key findings in the Educational Quality Inspection were:**

**The quality of the pupils' academic and other achievements is excellent.**

- Girls make excellent progress and achieve highly in both academic and other areas.
- Girls' knowledge, skills and understanding are excellent across all areas of learning.
- Girls of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Girls demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

**The quality of the pupils' personal development is excellent.**

- Girls display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Girls show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Girls' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.
- Girls make an excellent contribution to the life of the school, the local community and the world beyond.

# Additional Benefits



## The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils.
- Royal London defined contribution pension scheme.
- Free onsite parking.
- Lunch provided each day during term time
- 50% staff fee remission scheme for staff children from Reception to Sixth Form.
- Employee assistance programme (Education Support).
- Blue Light reward card.
- Access to in school counsellor.



# How to Apply



Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than 2 sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.

·Your application should be addressed for the attention of the Headmistress and sent by email to :  
headmistress@dhsfg.org.uk.

· Closing date for applications: Wednesday 23 April 2025, 9.00am

· Interviews will be held week commencing: 6th May 2025



## Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure and Prohibition from teaching and management check

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education' document (September 2024)

## Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.

