



RECRUITMENT INFORMATION PACK

TEACHER OF SCIENCE

PREP SCHOOL

Location: Holt, North Norfolk, UK
Required for: September 2026

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



GRESHAM'S
ESTD 1555



**A M E S S A G E F R O M
D O U G L A S R O B B ,
H E A D M A S T E R**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



**A M E S S A G E F R O M
S A R A H H O L L I N G S W O R T H ,
H E A D O F P R E P S C H O O L**

Thank you for your interest in joining Gresham's Prep School.

You would be joining us at an incredibly exciting time as we prepare for our move to the new, state-of-the-art Dyson Campus, an ambitious project that will shape the future of teaching and learning at Gresham's for years to come.

At Gresham's, *character* is our compass, *curiosity* our engine and *critical thinking* our toolkit, values that underpin not only the learning experiences of our pupils but also the collaborative and forward-thinking culture of our staff.

We warmly encourage you to find out more about the School, and we hope you will be inspired to apply for this role. Please do not hesitate to contact us if you would like further information or to arrange a visit, we would be pleased to welcome you.

Our Prep School serves children aged 7 to 13, with pupils joining our Nursery and Pre-Prep in the Old School House before moving to our purpose-built Prep School site in Year 3. Our curriculum is designed to be both rigorous and inspiring, supporting intellectual growth, creativity and independence.

We are proud of the learning environment we offer. Our facilities include spacious, well-resourced classrooms, a dedicated Art, Design Technology and ICT centre (the Butterwick Centre), a modern Music School, and extensive outdoor space and playing fields.

As part of the wider Gresham's community, we benefit from outstanding shared facilities at the Senior School, including the Auden Theatre, Britten Music Building, Chapel, and superb sports amenities such as a 25-metre swimming pool, astro hockey pitches, squash courts, a sports hall, and a shooting range. Our Outdoor Education Centre provides opportunities for adventure and experiential learning, while pupils also access the innovative Dyson Building for science and technology.

Boarding remains a key part of life at Gresham's. Our co-educational boarding house, Kenwyn, offers a warm and supportive environment, with many pupils opting to flexi-board. A vibrant co-curricular programme extends into the evening, enriching each child's experience and helping to build a strong sense of community.

What truly sets Gresham's apart is our team. We are fortunate to have an exceptional group of dedicated, skilled, and enthusiastic professionals who contribute not only to academic achievement, but to the personal growth and wellbeing of every pupil. As a member of staff, you'll find yourself in a supportive and ambitious environment, where your professional development is encouraged and your contributions are genuinely valued.

We look forward to hearing from you and to welcoming you to Gresham's Prep School at this pivotal and inspiring moment in our journey.

With Best Wishes,

Sarah Hollingsworth



T H E P R E P S C H O O L

Good relationships, good humour and commitment to the progress and welfare of all our pupils lie at the heart of all we do at Gresham's Pre-Prep School.

Working here requires great commitment but is very rewarding.

S C H O O L L I F E

Life at Gresham's Prep School is great fun! Our ethos is built around being kind, with the 'three R's' of Respect, Resilience and Responsibility at the core of all we do here. Our boarders begin their day with a delicious breakfast and our day pupils join them between 8 and 8.20am, when children head to their tutor groups to start the day. A rich mix of academic lessons, sports and extra-curricular activities built into each day ensures that our children have a wide variety of opportunities to explore their talents and interests across 6 days a week, Monday – Saturday during term time.

Prep is completed at school in tutor groups, leaving evenings free to relax with family or to participate in activities from competitive swimming to bullet journaling, to rehearse for drama productions or to train in a variety of sports. Saturday School (from Year 5 upwards) starts with our Chapel service and includes academic enrichment, sport and a choice of afternoon activities from mountain biking to sea-fishing and mural making to robotics.

S A F E G U A R D I N G

Gresham's School takes its responsibility to ensure that all children are safe and protected from harm extremely seriously. All staff are required to be committed to protecting the well-being of every child. The school has comprehensive safeguarding procedures with which all staff must be familiar.

I N S E T A N D C A R E E R D E V E L O P M E N T

All members of staff take part in regular professional reviews. Regular meetings with the Head of Prep and senior leaders allow staff to develop personally and professionally through dialogue, self-review and continual professional training opportunities. The school is committed to supporting staff development both personally and professionally.

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N

T E A C H E R O F S C I E N C E P R E P S C H O O L

R E P O R T I N G T O : H E A D O F P R E P S C H O O L

We are seeking to appoint an innovative and enthusiastic Science Teacher to join our dynamic Prep School team. This is an exciting opportunity to work under the leadership of the Head of STEAM and Science, contributing to a forward-thinking curriculum that places creativity, critical thinking, and real-world problem solving at its heart.

The successful candidate will have a strong knowledge of Chemistry and a passion for practical, hands-on science teaching at KS2 and KS3. They will embrace the integration of Science within a wider STEAM framework, collaborating across subjects—including humanities, arts, drama, music, and languages—to design engaging learning experiences that connect scientific principles to engineering challenges and broader cultural contexts.

We are looking for someone who values the integrity of practical science lessons while encouraging pupils to learn through exploration, experimentation, and the process of identifying and correcting mistakes. This role offers the chance to shape a curriculum that inspires curiosity and equips pupils with the skills to tackle complex problems creatively and collaboratively.

D U T I E S & R E S P O N S I B I L I T I E S

T e a c h i n g

- To inspire our pupils through a shared passion for learning
- To be an outstanding role model to our children in the classroom: kind, hardworking, honest and striving to be your best at all times
- To teach Chemistry, Biology and Physics to Prep School pupils
- To have a strong understanding of all Sciences, particularly Chemistry

- To actively contribute to the development and delivery of a STEAM-based curriculum, integrating science with technology, engineering, arts, and mathematics, as well as humanities, languages, and creative subjects.
- To lead the teaching of Chemistry within the Prep School, ensuring high-quality provision and progression for pupils.
- To embed a culture of learning through exploration, experimentation, and iterative improvement, encouraging pupils to identify and correct mistakes as part of the learning process.
- To design and deliver lessons that connect scientific principles to real-world engineering challenges, fostering creativity and critical thinking.
- To collaborate with colleagues across departments to create cross-curricular projects that enrich pupils' understanding and application of science.
- To plan lessons carefully and deliver them professionally in accordance with the departmental schemes of work and regulatory standards
- To develop strong and sympathetic relationships with pupils, and plan and teach in light of pupils' educational needs. Appropriate setting and marking of work will be carried out, with a strong focus on the quality of feedback
- To grade and record pupils' work, assessing progress, attainment and attitude to learning of pupils in order to ensure that all pupils fulfil their potential
- To write individual and formative reports and offer thoughtful remarks to the Head of Teaching and Learning when relevant
- To have high expectations of the pupils and always uphold the behaviour of all pupils, with particular focus on attitudes to learning
- To incorporate effective and inspirational resources into teaching, including the use of ICT to promote learning effectively
- To contribute to the academic enrichment of pupils, the extension of the most able and the preparation for future schooling
- To assist with revision sessions and targeted catch up work under the direction of the Head of Teaching and Learning
- To attend Parent Consultations, preparing for these appropriately and following up on actions agreed to enhance pupil outcomes
- To offer innovative and exciting sessions for the Saturday School enrichment programme

P a s t o r a l

In addition to having a professional role in the welfare of all pupils, all academic staff are expected to act as a tutor. The role of the tutor comprises:

- Being kind – this is the overarching theme of Gresham's Prep School Code and the most important aspect of our ethos
- Developing excellent relationships with each tutee, becoming the leading role in the overseeing of the day-to-day wellbeing and progress of the tutee throughout the school year
- Developing excellent relationships with the parents or guardians of each tutee so that the information and collective support for each pupil is of the highest order

- Promoting the general progress and well-being of individual pupils and of the tutor group, offering thoughtful feedback for guidance and sharing key elements of pupil's progress with the appropriate staff
- Offering guidance and advice on educational and social matters, monitoring tutee's welfare and making relevant records and reports in accordance with the School policies
- To play a part in a whole-school approach to PSHE and continue to develop an understanding of the latest guidance and best practice
- Completing supervisory and prep duties as directed
- Supporting House events and tutee performances wherever possible

W i d e r E x p e c t a t i o n s

- To attend staff briefings, INSET and staff meetings.
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff.
- To make good use of the School information management system (SIMS) and School email, replying to colleagues and parents appropriately and in a timely manner
- To contribute positively with the team
- To cover lessons and invigilate exams as required
- To record all pastoral observations on the School's online pastoral recording system (CPOMS) and support the rewards and sanctions system
- To contribute significantly to the co-curricular life of the School as appropriate, which may include participation in the evening activities programme, games coaching and School productions
- To lead or support enrichment activities that promote STEAM learning beyond the classroom, including clubs, competitions, and project-based learning.
- To model and promote reflective practice, encouraging pupils to embrace constructive feedback and continuous improvement.
- To contribute to the ongoing development of the Prep School's STEAM curriculum, sharing ideas and supporting innovation.

S A F E G U A R D I N G

The position involves extensive work with young children in a teaching role at Gresham's Prep school and is classed as regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
A good degree (or equivalent) in a relevant subject	✓	
Qualified Teacher Status (QTS)	✓	
P R O F E S S I O N A L E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
Strong knowledge of Chemistry, with the ability to teach Biology and Physics at KS3.		✓
Evidence of further study and/or additional qualifications		✓
Experience of teaching science to pupils in KS2 and KS3	✓	
Experience leading Chemistry teaching or enrichment activities.		✓
Experience or willingness to adopt creative, practical and problem-solving approaches.	✓	
Evidence of contributing to curriculum development or cross-curricular projects.		✓
Experience of preparing pupils for examinations / assessments	✓	
Experience of teaching another curriculum subject		✓
Personally committed to continuing professional development	✓	
Experience of independent and/or state boarding environments		✓
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
An outstanding teacher	✓	
Excellent presentation and verbal communication skills	✓	
Genuine enthusiasm for integrating Science into a broader STEAM framework, including humanities, arts, drama, music, and languages.	✓	
Commitment to fostering a classroom culture of exploration and iterative improvement (learning through identifying and correcting mistakes).	✓	
Ability to collaborate effectively with colleagues across departments.	✓	
Openness to continuous professional development and reflective practice.	✓	
Willingness to lead or support STEAM-related clubs, competitions, and enrichment activities.	✓	
Excellent presentation and verbal communication skills to inspire pupils and explain complex ideas clearly.		✓
Professional appearance and manner	✓	
Ability to inspire pupils	✓	

Well established and demonstrable CPD	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Good organising and personal planning ability	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Minibus driver		✓
Excellent ICT skills	✓	

R E M U N E R A T I O N A N D O T H E R B E N E F I T S

S A L A R Y

Based on Gresham's Prep Academic Pay Structure (to be discussed at interview)

Term Time (assumed to be 33 weeks) plus INSET days

B E N E F I T S

- TPS (Teachers' Pension Scheme)/ APTIS (Aviva Pension Trust for Independent Schools)
- Fee Remission
- Private Medical Scheme
- Free school lunch during term-time
- Car parking on site
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

P E R S O N A L D E T A I L S

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2025 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY TEACHER OF SCIENCE PREP SCHOOL

If you would like to apply for the position of Teacher of Science at the Prep School, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

H O W T O A P P L Y (c o n t i n u e d)
T E A C H E R O F S C I E N C E
P R E P S C H O O L

The recruitment team can be contacted via applications@greshams.com or hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the closing date of **9th January 2026 12 noon**. If your application is submitted after this time, we will not be able to accept it.

Interviews will take place week commencing 19th January 2026.

Required for: September 2026

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

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