



CATERHAM  
PREP

# KS2 TEACHER APPOINTMENT BRIEF

To start:  
**September 2024**





# ABOUT CATERHAM

**We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.**

**Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.**

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



# THE JOURNEY STARTS CATERHAM PREP

**Caterham Prep is an Award winning IAPS co-educational day school that is an integral part of Caterham School. At Prep we cater for children from four to eleven years of age. Most of our pupils go on to join our Senior School, which in turn caters for pupils from eleven to eighteen years of age.**

**Caterham Prep School seeks to provide an inspiring education preparing all of our young people for the senior school.**

We believe that education should challenge pupils to be the best that they can be at all times, to instill in them the habits of learning that will see them succeed in any context, to provide opportunities for pupils to find success and fulfilment through achievement and excellence and to leave them with a love of learning and exploration that will stay with them throughout their lives.

Learning to learn is a key facet of a Caterham education and our classroom experience encourages innovation, independence and collaboration. Wellbeing and pastoral care is at the heart of all we do and we firmly believe that children succeed when they feel safe, supported and secure and when their educational journey is built around what is right for each child.

As you will see as you explore our website, we offer a broad selection of subjects and activities. Our pupils benefit from a stimulating, supportive and challenging learning environment. Our commitment to investing in technology that supports the highest standards of teaching, together with our beautiful grounds and buildings, offers our pupils a unique learning experience as they develop through their formative years.





# THE ROLE CATERHAM PREP

Due to unprecedented demand, we are introducing an additional Prep School class in September 2024 and so we wish to appoint a qualified and enthusiastic Prep School Teacher to join the school. The role is for an inspirational and energetic practitioner to teach a Key Stage 2 class within Prep. The successful candidate will be primary trained with a degree and an appropriate teaching qualification. The successful candidate will be an inspirational, committed and highly effective educational practitioner dedicated to achieving the best outcome for every individual child both in and out of the classroom. The ability to teach games would be an advantage.

Key responsibilities include:

- To consistently deliver lessons which meet and develop the knowledge and skills of all children
- Carry out teaching duties as required and in accordance with the School's schemes of work;
- Teach according to the educational needs of the pupils, including setting and marking work;
- Motivate, support and stretch pupils to achieve their full potential;
- Set targets for pupil attainment levels;
- To provide pupils with opportunities in and out of the classroom for extension and enrichment;
- To participate proactively in the department's planning;
- Monitor the condition and safe use of classroom equipment and facilities;
- To demonstrate good practice in the teaching areas of responsibility;
- Participation in personal and whole school Continued Professional Development (CPD) programmes, with a willingness to keep up to date with all training and qualifications, including first aid;
- A defined commitment to the co-curricular aspects of life at the School;
- To attend staff meetings, parents evenings and other functions as required by the Headmaster;
- Attend and participate in open days and whole school events and performances;

- Such other duties as would normally be expected from a Prep school teacher
- As a member of the Prep School staff, be engaged in the educational life of the School.
- Management**
- To effectively deploy Teaching Assistants to maximise progress of the children
- To take responsibility to lead/manage a project/ initiative/area within the school
- The above is not an exhaustive list and the post holder may be expected to undertake additional duties as determined by the Headmaster

**The person appointed will be expected to play a full and positive part in the life of the School; therefore, a willingness to contribute to co-curricular activities is essential.**





# THE PERSON CATERHAM PREP

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The successful candidate will be:

- An enthusiastic teacher of Primary age children.
- Willing and able to co-operate with other departments as the daily life of such a school would require.
- Passionate about enabling every child to reach their potential.
- Creative and flexible in their approach to teaching and learning.
- Seeking to extend their skills and knowledge.
- A good administrator.
- Able to communicate effectively at all levels of school life.
- Able to contribute to the provision of Games.



# BENEFITS CATERHAM PREP

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

- Continuous Professional Development**  
All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.
- Counselling and Legal Advice Service**  
A free, confidential 24 hour telephone service available 365 days per year.
- Fee Remission**  
Discount available on school fees. Please contact the HR department for full terms and conditions.
- Caterham School Benefits Hub**  
Offering a wide range of discounts across a wide range of global and national brands and local deals.

- Pension Scheme**  
Teachers Pension Scheme. For further information please see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)
- Subsidised Sports Centre Membership**  
Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.
- Cycle Scheme**  
A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.
- Car Leasing Scheme**  
A salary sacrifice scheme for employees to lease a new electric or hybrid car.
- Health Cash Plan Scheme**  
Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.





# APPLICATION PROCESS

**You can complete the application online via  
the school website at:**

**[http://www.caterhamschool.co.uk/about/careers/  
teaching-vacancies](http://www.caterhamschool.co.uk/about/careers/teaching-vacancies)**

If you have any questions or queries, please contact  
Emma Golding, Head of Human Resources: [hr@caterhamschool.co.uk](mailto:hr@caterhamschool.co.uk)  
or call 01883 343028

This appointment is to start in September 2024.

Applications will be reviewed as they are received. The School  
reserves the right to appoint at any stage of the recruitment  
process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting  
the welfare of children and young people and expects all  
staff and volunteers to share this commitment. All offers of  
employment are subject to an enhanced DBS check.

[caterhamschool.co.uk](http://caterhamschool.co.uk)



Inspiring education for life



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