



Phoenix House International School

Job Description

Prep Teacher (Lower Prep and Upper Prep) Pupils aged 5 - 11

A PH Prep Class Teacher will be an inspiring, knowledgeable, and highly committed teacher who brings warmth, enthusiasm, and professional excellence to Phoenix House. As a key member of our academic team, they will provide outstanding teaching and pastoral care, model the highest standards of professionalism, and contribute to the vibrant, child-centred culture of a thriving British prep school in Tokyo.

The successful candidate will align with Phoenix House values - kindness, consistently high expectations, character development, and a commitment to doing the small things well, this alignment is very important to us and will be explored further at interview. Phoenix House is a school that cares deeply about the children in our care, and we expect all staff to embody this ethos in their daily practice. A PH class teacher will ensure that every child, regardless of starting point, is known, challenged, supported, and able to flourish.

Specific Responsibilities

Teaching & Learning

- Deliver high-quality, engaging teaching aligned with the National Curriculum for England and Phoenix House expectations.
- Ensure rapid progress for all pupils through effective planning, assessment, and differentiation.
- Maintain a purposeful, joyful, and structured classroom environment with clear routines and high standards.
- Use assessment data to inform next steps, giving timely, meaningful feedback to pupils.
- Model exemplary classroom practice across the school.

Pastoral Care & Pupil Development

- Provide excellent pastoral care, fostering pupils' confidence, and character.
- Build strong relationships with pupils and establish a culture of kindness, respect, and high expectations.
- Work closely with parents to support each child's academic and personal development.
- Promote outstanding conduct, manners, and behaviour, modelling the expectations of a British prep school.

Curriculum Contribution

- Contribute to the development and review of the whole-school curriculum.
- Enrich learning through cross-curricular opportunities, trips, visitors, and hands-on experiences.
- Integrate Phoenix House values, assemblies, and special events into classroom life.
- Support whole-school themes such as Oracy, Enrichment, and Character Education.

Co-Curricular & Enrichment

- Lead clubs, activities, and enrichment opportunities that inspire curiosity, creativity, and resilience.
- Support the school's co-curricular programme, including events, performances, exhibitions, and themed days.
- Encourage pupils to explore interests beyond the classroom and celebrate their achievements.

Wider School Contribution

- Actively contribute to the Phoenix House community, modelling warmth, professionalism, and collaboration.
- Participate in school events, Open Days, parent meetings, workshops, and celebrations.
- Support residential trips, educational visits, and outdoor learning experiences.
- Uphold and promote Phoenix House culture: uniform smartness, character, kindness, and joy.

Teamwork & Professional Conduct

- Work collaboratively with year-group colleagues, TAs, specialist teachers, and SLT.
- Provide classroom cover in cases of staff absence or as needed.
- Engage in professional learning, CPD, and coaching to continually refine practice.
- Support the operational rhythm of the school with reliability, flexibility, and positive energy.
- Contribute to school development priorities and strategic initiatives.

Safeguarding & Compliance

Phoenix House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. All appointments are subject to appropriate background checks and safer recruitment procedures.