



# Pre-Prep Teacher

### Details of the Role

- Class teacher in the Pre-Prep
- Full time position (flexibility for part-time available, please state this in your application)
- Salary: Dependant on qualifications and experience
- Start date: September 2025
- Closing date for applications: 09:00 Friday 25 April 2025
- Interviews to be held: Week commencing 28 April 2025

### The Appointment

The school is seeking to appoint a forward-thinking, dynamic and innovative individual with excellent interpersonal and organisational skills to the role of a class teacher in the Pre-Prep School. The role would be teaching within any of the Pre-Prep age ranges including Pre-Reception, Reception, Year One or Year Two. This is a full-time role but with some flexibility for a job share for the right candidate.

Candidates must be flexible and resilient with a clear passion for supporting every child in reaching their potential. We are looking for a strong team player who is keen to work as part of the Culford team. Our new teacher will have a passion for encouraging creativity and curiosity in our young learners. Experience of working within the Early Years and working as a Special Educational Needs Co-ordinator, would be advantageous

This is an exciting opportunity for an inspiring and aspirational class teacher who is able to work with efficacy both independently and as part of a collaborative team. Culford believes in career, professional and personal development and will seek to support the successful candidate in all areas.

### The Role

The successful candidate will have a clear understanding of life in a busy Pre-Prep School and be keen to work as part of an enthusiastic and committed team.

### Curriculum:

- Be passionate about teaching and try to actively promote pleasurable and successful learning for all pupils so that each pupil is positively encouraged to develop his/her potential to the full.
- Contribute to suitable schemes of work and select appropriate resources for pupils, taking into consideration the provision for more able and less able pupils in liaison with the Head of Learning Development.

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

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- Plan lessons in writing which have clear learning outcomes, enable swift progress, foster application and good behaviour, provide for different needs and make use of an appropriate range of methods and resources.
- Maintain records of work covered for each set taught.
- Mark work regularly in accordance with the school's policies and keep detailed records.
- Monitor and evaluate the effective delivery of your class teaching.
- Keep abreast of the latest developments in teaching within your subject areas and with curricular issues and debate.
- Undertake the duties laid down in the job description of a Class Teacher.
- Be fully committed to high standards of assessment and tracking.
- Produce assessments and end of term reports in line with school policy.
- Monitor pupils' attendance at lessons and to follow up absences in line with school policy.
- Attend departmental meetings, parents' meetings and other meetings as required.
- Attend appropriate INSET and other courses as required and academic meetings as requested.

### **Pastoral Responsibilities**

- Act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships.
- Offer activities as part of the extra-curricular programme and after-school care.
- Pastoral care of pupils in their classes, keeping note of any pastoral issues on iSAMS and Wellbeing Manager
- Monitoring academic progress by liaising Senior Teachers and the Head of Pre-Prep, where necessary.
- Liaison with parents in relation to academic matters.
- Attending relevant parent meetings and being available to meet with parents at other times, where necessary.

### **The Person**

Our new colleague will be an inspirational and highly-motivated teacher who can secure the full engagement of their pupils. The successful candidate will have the following qualifications, experience, knowledge and personal qualities:

### **Qualifications and Experience**

- A good degree (or equivalent) and teaching qualification with strong evidence of professional development.
- A high degree of competency and experience of teaching pupils in Key Stage one and/or EYFS, experience as a SENDCo would be advantageous.

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## CULFORD SCHOOL JOB DESCRIPTION

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### Skills and Knowledge

- A passion for supporting pupils with a professional and motivational approach, demonstrating a clear understanding of what excellence looks like.
- Excellent and effective teaching skills.
- A commitment to, and knowledge of, the safeguarding of children.
- A demonstrable enthusiasm for co-curricular opportunities including sports and the creative arts which are central to life at Culford.
- A research-informed knowledge of current educational issues, covering both academic and welfare matters including up-to-date knowledge of current legislative issues and guidance in relation to working with young children.
- The ability to prioritise with excellent time management and IT capabilities.

### Personal

- Fully supportive of the aims and ethos of an independent school.
- Excellent written, spoken and listening skills.
- A high level of flexibility with a 'can do' attitude and an openness to new ideas and practices.
- Dynamic and approachable, able to put people at ease, reassure, guide, and explain.
- Ability to deal confidently with pupils, staff and parents.
- Understanding the age appropriate needs and concerns of young children and having natural empathy with them.
- Innovative, hard-working, driven and determined.
- Resilient with a good sense of humour.
- The ability to work under pressure and meet deadlines

### How to Apply

Applications will only be accepted via the Culford Application form which can be found on the Work For Us page on [www.culford.co.uk](http://www.culford.co.uk). Please include a copy of your current CV and an accompanying letter addressed to Victoria Steers, Head of Pre-Prep and Nursery.

Pre-visits are welcome at the School week beginning 21.04.25

All appointments are subject to pre-employment checks to meet vetting and barring requirements. For more information about that process please refer to the application form.

**Early applications are encouraged as candidates will be reviewed regularly and the advert may close at any point.**