



Notting Hill Prep
TO THINK. TO THRIVE.



Notting Hill Prep School

Candidate Information Pack

A Welcome from the Headmistress



I am delighted that you are considering NHP as the next step in your career. I feel very privileged to be the Head of this wonderful school. NHP has quickly built a reputation as one of the leading prep schools in central London thanks to a combination of dynamic teaching, excellent academic results and a firm commitment to protect the joy of childhood.

I strongly believe that children thrive when they feel safe and happy. At NHP (affectionately re-named by the children as No Happier Place) we work hard to create a nurturing environment where our pupils' views are respected and encouraged. Kindness and courtesy are key themes and we focus on the children's ability to co-operate, to think collaboratively and to show consideration for the needs of others. We ask that candidates share these values and are willing to promote the core principles of the school.

Thank you for your interest in becoming part of the hugely special staff body we have at NHP. I hope you enjoy reading a bit more about the school, the role and what we can offer you.

I look forward to receiving your application, should you wish to apply.



Maxine Shaw
Headmistress

NHP in a Nutshell

NHP was established in 2003 by a group of local parents and founding headmistress Jane Cameron with the vision of creating a local co-ed prep school, grounded in a strong partnership between school and parents. NHP began with the main aim that every child should have the right to come to school each day feeling safe and happy. NHP became part of the Dukes Education Group in 2023. We have come a long way since 2003 growing from 50 children in one building to 400 across three buildings.

The school is located just off the bustling Portobello Road in the heart of Notting Hill on a split school site. All buildings are in close proximity and have a lot of interaction, with children and staff moving between them throughout the school day.

The OB: The 'Old Building' – this was the first one of our buildings to exist and is home to our Lower school: Reception - Year 2

The JCB: The 'Jane Cameron building' – this is our Middle School. This building houses Year 3 - Year 5

The PGB: The 'Portobello Green Building' – a two-minute walk from the others, this is our newest building and home to Year 6 - Year 8

If you are shortlisted to interview, you will be invited to have a tour of the school as part of the recruitment process.



The NHP Ethos

NHP is a Thinking School which promotes academic rigour and protects the joy of childhood.

At the heart of an NHP education are four key values:

WONDER

We are curious. We know that a question is almost always the first stage in both the learning process and in finding our voice and so we encourage them. We inspire debate and seek intellectual growth. We find joy in imagination, passion, adventure and original thought and we nurture those qualities in our pupils.

CHALLENGE

We are ambitious. We believe that a child's school years should be a time when they feel safe to challenge and be challenged. When children do not fear failure, they are ready to express their own views, test out new ideas and take risks. At NHP, we celebrate being out of our comfort zone both personally and academically. We see making mistakes, and learning from them, as the path to deeper learning.

SELF-KNOWLEDGE

We think about ourselves. We encourage our pupils to be aware of what they think and feel in certain situations. Observing our own actions and reactions is the first step towards being more conscious of how we learn, how we behave and who we are. Increased self- knowledge is a key part of future success and growing into the person you would like to be.

COMMUNITY

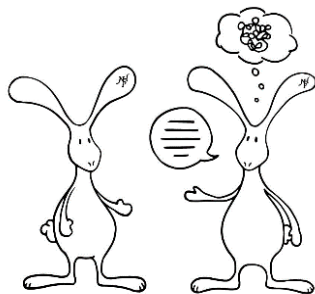
We think about others. We take time to observe and consider the lives and needs of the people around us. We are part of many different communities: cultural, social, local, national and international. Appreciating the diversity and complexity of other people deepens our ability to empathise. We advocate that whilst you are forging your own path you have a responsibility to look after and respect others along the way.

NHP is a Thinking School

NHP gained accreditation as a Thinking School from the Cognitive Education Development Unit of the University of Exeter in June 2014. It was one of the first prep schools in the country to have formal Thinking School status and continues to thrive today. In 2021, NHP became the first, and currently only, Advanced Accredited Thinking Prep School in the country. The NHP approach to learning enables teachers, pupils and parents to have a deep understanding of how to learn and think effectively.

At NHP, we are preparing pupils for a life of learning. We want to make learning exciting and enjoyable, and we want our pupils to thrive. We know that questioning and knowledge are fundamental to education. At NHP, teachers make the questions visible, both in the way they organise their teaching and the way they draw out questions from the pupils themselves. In this way, we build both the knowledge and the application of knowledge (the process).

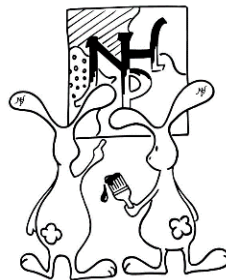
We embody the thinking School approach by using a unique curriculum within NHP, which provides pupils and teachers with a framework for learning. It functions as a toolbox, which consists of a series of strategies, such as Thinking Frames, Thinking Hats, P4C and the NHP Rabbit with the 10 Habits (see some examples below). These strategies form a common language, which reaches across all subjects and develops the whole child.



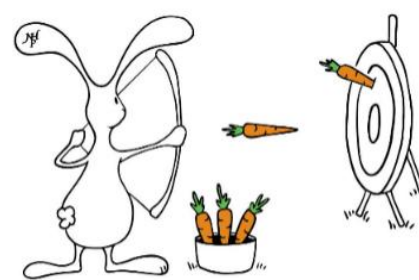
Communicating with Clarity



Being Kind and Courteous



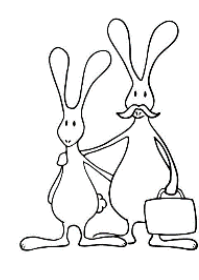
Collaborating



Striving for Accuracy



Showing Independence





“...Notting Hill Prep likes to do things differently...the prep’s Thinking School status... creates academic rigour while preserving the joy of childhood”

Tatler Schools Guide, 2023

Graduate Music Assistant

Role Overview

Are you looking for an opportunity to gain teaching experience in an educational setting? Are you determined to work hard and change children's outcomes for the better? Are you excited by new personal challenges and the opportunity to join a passionate and innovative team? We are looking to appoint a Music Assistant at our popular co-ed school in the heart of Notting Hill. This post would suit a recent graduate thinking of entering the teaching profession and is a first-rate opportunity to gain experience in an educational setting from Reception to Year 8.

Music is central to our curriculum and extra-curricular programmes and every pupil is encouraged to participate fully, regardless of their level of ability. The successful candidate will assist music and teaching staff across the curriculum. You will be able to play the piano proficiently, enabling you to accompany children at assemblies, and lead children in singing activities.

Notting Hill Prep is a 'Thinking School', a title which reflects its approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility. We teach children not merely to learn, but to learn how to learn. The successful applicant will share the school's aspirations.

Good personal presentation, a friendly disposition and a willingness to participate in school life are considered important qualities for this position.

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'. The position is for a fixed term until the end of the summer term 2026. There may be an option to complete a second year by mutual agreement.



General Areas of Responsibility

- To promote and safeguard the welfare of pupils
- To comply with the school's child safeguarding policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead or the Head
- To always act professionally, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school
- To develop the social and communication skills of children and provide a safe and secure environment in which the child can learn
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To keep up to date with such School policies and other guidance as are relevant to the duties contained in this job description, and your ability to carry them out properly
- To act consistently, in a calm and supportive manner with colleagues
- To be flexible, take initiative and take direction from other members of staff
- To be enthusiastic and have a 'can do' approach
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, school concerts and other school events, as required
- To run a school club twice a week throughout the academic year
- To photocopy and manage resources, as required
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head and the Senior Leadership Team (SLT)
- To carry out supervisory duties, including playground, lunchtime, and late club supervision, as directed by the Head or SLT
- To cover for absent colleagues, when required, as organised by SLT
- To assist with music lessons as required by the Director of Music.
- To take part in residential trips, if necessary and reasonable
- To meet all deadlines for the efficient running of the school (eg reports, planning etc)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the school rules

- To create an atmosphere of trust and co-operation between home and school by working and communicating with parents/carers, where appropriate
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To participate in any arrangements that may be made for staff appraisal
- To be responsible for his/her personal punctuality and wearing of appropriate dress and sports uniform.
- To adhere to your individual timetable

Specific Responsibilities as Music Assistant

- To carry out the specific daily/weekly tasks as set out by the Director of Music
- To play the piano at assemblies
- To lead children in singing activities
- To be responsible for keeping the departments resource areas organised across the three buildings
- To support all pupils with whom you come into contact
- To work with individual pupils as directed by the Director of Music or class teacher
- To work with groups/teams of children under the Director of Music or class teacher's supervision
- To help to develop pupils' social skills
- To give appropriate support to any pupils with special needs, either physical, behavioural, or educational
- To ensure pupils are given appropriate care and protection
- To cover for absent colleagues, as required.
- To assist with the organisation of music concerts, plays and other musical events as directed by the Director of Music

Specific Responsibilities Supporting the Teacher

- To be available to assist staff with road crossings and transitions between buildings
- To supervise pupils out of class (lunchtime, playground, late club, wraparound care) as timetabled.
- To give support in group work and whole class activities/games
- To perform routine tasks, such as organising materials used in lessons and photocopying

- To assist teachers and other staff across the school, as required
- To participate in and contribute to team planning, self-evaluation, and in-service training in assigned areas of the curriculum and in the provision of pastoral care.
- To attend out-of-school events, such as Open Days and Parent Evenings

This job description does not form part of your employment contract. The job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Deputy Heads, Head or senior colleagues may require from time to time.

Personal Profile

The position involves contact with, and taking responsibility for, the children and will amount to 'regulated activity'. The successful candidate will be required to teach their subject to the year groups specified. He or she will be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications and experience

- Relevant degree in subject
- Proficiency in playing and coaching the piano and one other instrument
- Relevant recent experience in teaching music to children, including leading children in singing activities and playing the piano at assemblies

Personal attributes

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures
- Suitability to work with children*
- Good communication skills – the ability to listen and communicate ideas to pupils is essential, as is the ability to liaise with parents and other professionals
- Excellent interpersonal skills with the ability to build strong relationships at all levels
- Adaptable to changing circumstances and new ideas
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Passionate about delivering high quality education to children and their families
- Personal concern and interest in welfare and development of children
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrate professionalism, loyalty, integrity and diplomacy when dealing with others
- Sense of humour
- A commitment to supporting the wider life of the School, such as after-school activities

** The interview will also explore issues relating to safeguarding and promoting the welfare of children.*

How to Apply

If you are keen to join our team, please tick the 'Apply' button on Tes to submit your application form. The closing date for completed applications is 9am on **Monday 5th May 2025**, although early applications are encouraged. Interviews will take place on **Tuesday 13th May 2025**. Short listed candidates can expect to have an interview and to assist in an observed lesson.

Notting Hill Prep is a 'Thinking School', a title which reflects its approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility. We teach children not merely to learn, but to learn how to learn. The successful applicant will share the school's aspirations. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application. Applicants are expected to have read the NHP Child Protection and Safeguarding policy as part of the application process.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. "NHP is an equal opportunities employer.



“Children are extremely articulate when answering questions and presenting their ideas; even when dealing with sophisticated topics”

ISI Inspection, 2021



Working at NHP

NHP recognises that it would not be the place it is without its amazing team! We value each and every one of our staff members and are aware of each person's contribution to making NHP the thriving, safe and nurturing environment that it is. Below are some of the benefits which we offer:

- A generous salary package
- Free school lunches daily (term time only) and two staff breakfasts a term
- Cycle to Work Scheme
- Employer Contribution to a Pension Scheme (teaching and non-teaching)
- Generous holidays. Teaching staff will receive the school holidays. Non-teaching staff are entitled to 30 days annual leave (must be taken during school holiday time) plus UK bank holidays
- Up to 50% discount on school fees
- One 'flexi-day' per term
- Training and Development – professional development opportunities and support for all staff
- Be a part of an incredibly supportive, friendly team and working environment
- Regular staff socials



“Every member of staff at NHP is amazing. The teachers are very special, some of them make you feel you want to go back to school.”

NHP Parent



What is miss

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Part of the Dukes Education family.
Together we're extraordinary.



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