



Queen's College Preparatory School

Established 2002

Form Teacher

Reporting to: Assistant Head (Prep) or Assistant Head (Pre-Prep)

Key Responsibilities

The successful candidate will be required to:

- Deliver exciting, rigorous and well-planned lessons
- Set high expectations which inspire, motivate and challenge pupils
- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set targets that extend and challenge pupils of all backgrounds, abilities and cultures
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Promote a love of learning and children's intellectual curiosity

Promote excellent progress and outcomes

- Be accountable for pupils' attainment, progress and outcomes
- Plan teaching to build on pupils' capabilities and prior knowledge
- Encourage pupils to reflect on the progress they have made and identify the next steps in their learning
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and studies

Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, in accordance with the QCPS Assessment Policy and procedures
- Analyse formative and summative assessment to track and secure pupils' progress and set appropriate targets on a regular basis
- Use and record relevant data to monitor progress, set year group, ability group and individual targets and plan subsequent lessons

- Give pupils regular feedback orally and through accurate and diagnostic marking in line with the QCPS Marking Policy and encourage pupils to respond to feedback
- Integrate Assessment for Learning strategies into all lessons

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school e.g. house activities, assemblies, duties, Co-Curricular Programme, Parents' Evenings and similar related activities
- Promote environmental awareness within the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy Teaching Assistants effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate promptly and effectively with parents regarding pupils' achievements, behaviour and well-being, in accordance with QCPS communication procedures
- Use electronic communication systems to support teaching and learning and enhance communication with the wider school community

Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those who are gifted and talented; those with English as an additional language; those with disabilities; and be able to use and evaluate effective and appropriate distinctive teaching approaches to engage and support them in accordance with school policy

Manage behaviour effectively to ensure a positive and safe learning environment

- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting polite and courteous behaviour both in classrooms and around the school, in accordance with the school's Behaviour Policy
- Have very high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, rewards and sanctions consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary

Other Duties

- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children

Person Specification

Essential

- University degree from a recognised academic institution
- Recognised teaching qualification
- Qualified to work and teach in the UK
- Experience of teaching KS1 or KS2
- Strong pedagogical knowledge
- Understanding of Safeguarding and Child Protection protocols
- Working knowledge of the National Curriculum
- Experience of supporting pupils of all abilities to make excellent progress
- Commitment to the ethos of the school
- Strong interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people including staff, pupils and parents
- Outstanding communication skills
- Comfortable working as part of a team
- The ability to collaborate effectively while also taking the initiative and thriving on personal responsibility
- Readiness to support and mentor colleagues and champion development and change
- Demonstrable commitment to continuing professional development (CPD)
- Strong ICT skills
- Excellent classroom practitioner
- Outstanding planning and organisational skills
- An interest in, and enthusiasm for, the use of technology in education
- A belief in the unlimited potential of every pupil
- Ability to embrace and manage change
- Ability to relate well to children and develop effective professional working relationships with adults
- Passion, resilience, integrity and optimism
- Approachable and empathetic to the needs of others
- Enthusiasm and an ability to use own initiative
- Ability to prioritise and work flexibly as workloads require, and a willingness to take ownership of tasks
- Attention to detail and ability to actively question and clarify information
- A role model who demonstrates professionalism at all times
- A keen sense of humour and a positive 'can do' attitude
- Able and willing to contribute to the Co-Curricular Programme

Desirable

- First Aid qualification
- An understanding of the London Independent Schools market

Terms and Conditions

- Full time
- Fixed term for one year
- Start date: September 2025
- Normal working hours: 8.00am – 4.00pm on Monday, Tuesday, Thursday, 8.00am – 5.15pm on Wednesday, 8.00am – 3.30pm on Friday, with occasional evening work
- Competitive salary, dependent on qualifications, skills and experience
- Free lunch in the Dining Room during term time
- Defined Contribution pension scheme (up to 22% employer contribution)
- Healthcare insurance (taxable benefit)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.