

RAVENSCOURT PARK
preparatory school



Year 6 Class Teacher

Maternity contract position
from January 2026 for one
year (in the first instance)

Candidate Information



HEAD'S WELCOME

Dear Candidate,

Thank you for your interest in Ravenscourt Park Preparatory School (RPPS) which is part of the Gardener Schools Group (GSG). I am delighted you are considering being a part of our school. RPPS is one of London's leading independent preparatory schools. It is co-educational and inclusive, providing a curriculum of the highest quality, extensive in both breadth and depth.

As a member of our team, you would play a pivotal role in supporting the school to deliver life-enriching opportunities, together with extraordinary care and support. The warmth and care evident at RPPS underpins the high aspirations and ambition we have for all our children.

We have a fantastic team of enthusiastic and supportive colleagues, and a forward-thinking leadership team who place a high importance upon educational pedagogy and the continuous professional development of staff. Many of our middle and senior leaders have been promoted from within. CPD is central to what we do, and we have a dedicated member of the SLT invested in our staff and their development.

The RPPS community – our staff, pupils and alumni – is the heart and soul of our school. We are proud to provide an inclusive and nurturing environment, so that staff and pupils from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you and working with you.

Carl Howes

Head





HISTORY

Ravenscourt Park Preparatory School is one of four schools which form the Gardener Schools Group, founded in 1991 by teachers Maria and Edward Gardener. Its sister school, Kew Green Preparatory School (Richmond, TW9) opened in 2004, followed by the two senior schools, Kew House School (London, TW8) which opened in 2013 and Maida Vale School (London, W9) which opened in 2020. Most recently, the group opened its first nursery for 2–4-year-olds in 2022, resulting in the education of over 1,800 pupils from 2 to 18 years.

While GSG retains the traditions they have established over time, they take a fresh approach to all areas of school life and are not bound by current conventions and practice. They encourage individuality of thought and self-motivation in all areas of study and exploration.

We believe that parents have a great role to play in our schools and we adhere to a genuine “open door policy” meaning that our schools become hubs for their community of parents, students and staff.

The schools recognise talent, allow pupils to feel they can take risks and bring parents into the process at every stage. This approach leads to excellent academic results, rounded, thoughtful students and happy and energised school communities.

ETHOS AND VALUES

Our approach to education is holistic, with a balanced focus on a child's intellectual, moral, spiritual, physical and emotional development.

High expectations underpin our ethos and values at RPPS. Our classrooms are mistakes-friendly environments, and we encourage the children to embrace challenge, respond to feedback and to develop a Growth Mindset approach to their learning. We place a high emphasis on Personal, Social and Emotional Development, and children learn from an early age to manage their own feelings and behaviour, to share and to treat others with kindness and respect.

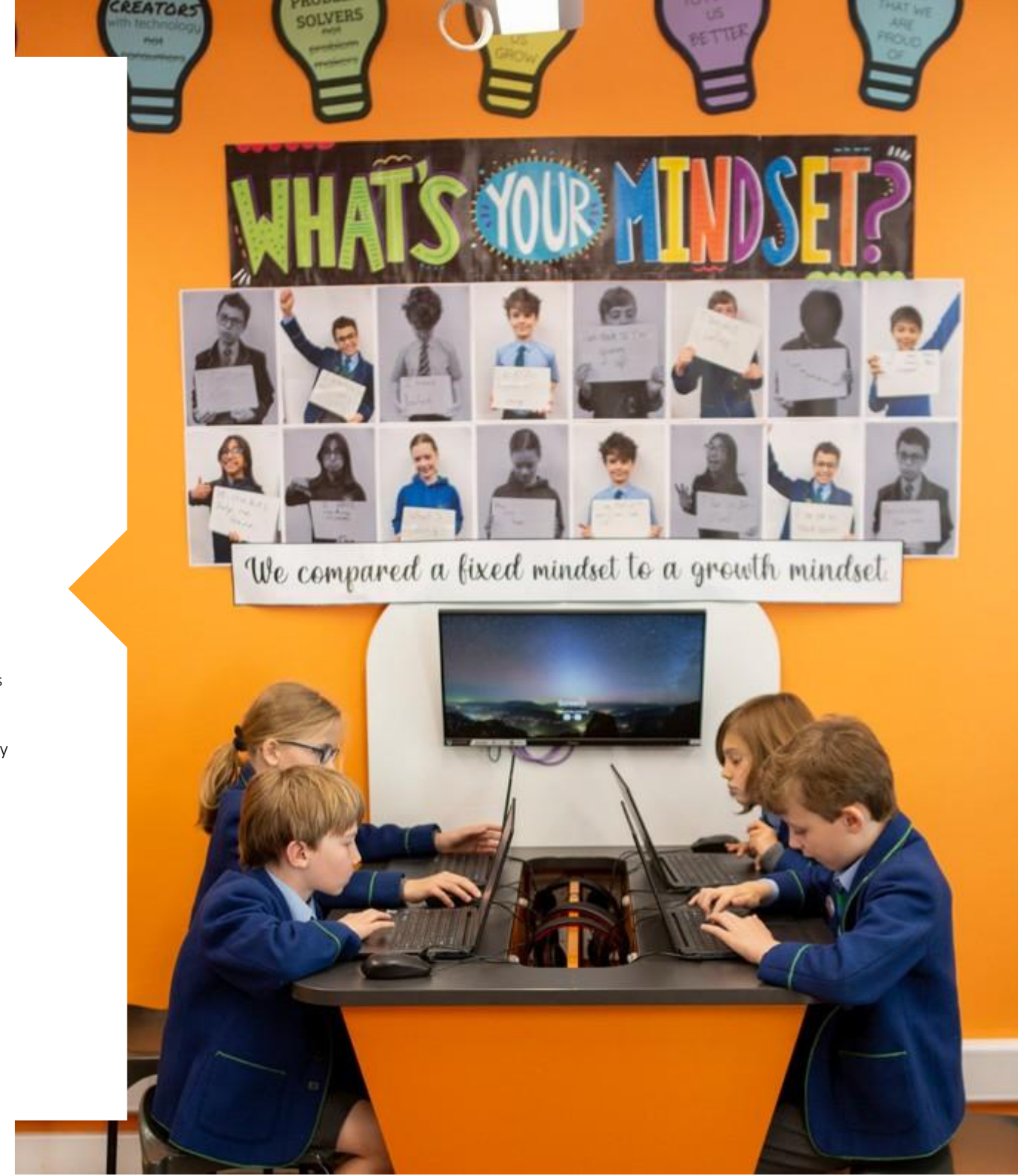
Our Learning Culture

- High expectations
- Challenge
- Questioning
- Dialogue
- Feedback
- Growth Mindset

Our Behaviour Culture

- High expectations
- Kindness
- Respect
- Courtesy
- Integrity
- Consideration

Each half-term, we focus upon a value that relates to our learning or behaviour culture, and this guides our PSHEE and assemblies provision. These include: co-operation, kindness, creativity, commitment, appreciation and curiosity. Community Responsibility is also a core whole school value and we have close links with our partner charities, Angel Child (part of the Brain Tumour Charity) and the Hammersmith & Fulham Foodbank, with our children being actively involved in fund-raising activities at various points during the year.





THE RPPS COMMUNITY

The RPPS motto, chosen by our parents, children and staff, is “Be Part of the Family”, and the warm, friendly environment is something that visitors to the school often comment upon. Our Friends of RPPS ensure that there is a range of social and charitable events throughout the year to support the wider community.

We operate a sibling priority policy which means that our links with families can extend over many years. We do not prepare children for the 7+ or 8+ examinations, and the majority stay with us from Reception through to Year Six.

We are proud of our Open Door policy and the School is a welcoming place for parents. As members of staff, we make ourselves available to parents who need to speak to us, and we communicate face-to-face whenever possible.

We have an excellent record at 11+ and we spend considerable time with parents to decide upon a selection of school options which are best suited to their own child. As part of the Gardener Schools’ Group, our children have an automatic place at Kew House School or Maida Vale School, providing the schools can meet their learning needs. The following schools have also been popular destinations over previous years: Latymer, Godolphin and Latymer, Ibstock Place, Harrodian, Notting Hill and Ealing, Putney High, Hampton, St Paul’s, Lady Eleanor Holles, Francis Holland, King’s College Wimbledon. A smaller number of children apply to Boarding Schools and have gained places at Wellington, Brighton College, Eton, Charterhouse, St Edward’s, Oundle and St Mary’s Ascot, amongst others.

GROUNDS AND FACILITIES

Ravenscourt Park Preparatory School is housed in four separate buildings located on a single site. There is a beautiful vicarage which was the original home for the school when it opened in 1991, and the site as a whole provides a comfortable, vibrant and homely environment for the children.

With the addition of the Gardener Building in 2011, the School increased its physical capacity and is consequently able to provide a wealth of new curriculum opportunities throughout the school. RPPS has specialist on-site facilities including a multi-purpose Auditorium, Library, Music Suite, Art Studio and Science Laboratory. Additional facilities include a full-size library with almost 10,000 books, gymnasium, ICT suite and a large outdoor playground space.

The School is situated next to Ravenscourt Park, one of the Borough's flagship parks boasting twenty-acres and having won a Green Flag award. It provides the setting for the majority of PE and Games lessons including the use of the tennis and basketball courts.

The park is a social hub for parents and children who often walk through it on their way home. It offers many facilities including a walled garden, multiple play areas and a paddling pool for children. There is a real sense of community and we host many family events in the park, such as whole-class picnics.



JOB DESCRIPTION

Responsible to: Head of Upper School, the Senior Leadership Team and ultimately to the Head.

Summary of Role

You will be responsible for your class and classroom, as well as the management of and collaboration with Teaching Assistants and Learning Support Assistants (as necessary). You will role model the core values and ethos of the School, working closely with the Headteacher and Senior Leadership Team in matters related to children's educational and welfare needs, school events and development initiatives.

Main duties and Responsibilities

- Plan and prepare teaching activities, experiences and resources across the ability range in the class, based on the School's schemes of work and timetable
- Be responsible for the management and support of Teaching Assistants and Learning Support Assistants with whom you work
- Produce creative, stimulating and challenging lesson plans which extend children's learning and development through a balance of activities based on the children's interests, strengths and needs
- Produce clear, well organised weekly plans which are shared within your Year Group Team
- Prepare, assess and provide developmental feedback to children on classwork and homework
- Assess, record, monitor and report on the development, progress and achievement of the children in your class including inputting data onto the School's Management Information System

- Contribute towards the production, upkeep and updating of schemes of work and curriculum resources.
- Ensure that the classroom environment supports children's learning in line with our learning culture.

Management and Organisation

- Implement and follow school policies and procedures as approved by the Headteacher and Senior Leadership Team
- Attend and participate in staff meetings and other meetings as required by the Headteacher.

Behaviour

- Develop children's good learning behaviour, manners and respect for themselves, others and the environment through our Behaviour Culture.
- Maintain a happy, calm and purposeful working environment through positive behaviour management in line with the school behaviour policy
- Inform the Head of Section, Deputy Head or Headteacher of any persistent or major problems experienced by pupils and contribute towards a solution.

Children with Additional Learning Support and Special Educational Needs

- Support and liaise with specialist teachers, the school's Head of Learning Support, outside agencies and other relevant bodies.
- In consultation with the school's Head of Learning Support, adapt lesson plans and activities to meet the individual learning needs of children in your class.

The Learning Environment

- Manage classroom resources.
- Maintain a well organised and pupil friendly and interactive learning environment.
- Maintain displays and resources to support learning.

CPD

- Participate in the school's staff appraisal programme and take an active role in your own Continuing Professional Development.

Teachers will be required to meet the criteria in the most recent Teachers' Standards. These include teachers' responsibility to keep up to date with new legislation, approaches to teaching and learning and curriculum changes, through reading research and discussion with colleagues.

Reporting on children

- Report to parents on development, progress and attainment through formal parent meetings, reports and requested informal meetings in line with the school's Open Door Policy.
- Provide and contribute oral and written reports relating to individual children and groups of children.

Safeguarding and Pastoral Care

- Liaise with Leader of Challenge/SENCo, Heads of Section, and outside agencies (where appropriate).
- Promote and safeguard the welfare of the pupils, maintaining a constant awareness of all issues relating to child protection.
- Ensure that equipment used in lessons is safe and complies with health and safety regulations.

- Complete all risk assessments for outings.
- Ensure that security is in order in your classroom (eg windows, doors)
- Follow the school's policies relating to Health and Safety, Safeguarding and First Aid.

The Wider Life of the School

- Participate in the school's extra-curricular clubs programme by co-leading a club / activity.
- Participate in the wider life of the school through attending fund-raising events, Christmas Fair, concerts, plays and other whole school events.
- Fulfil other reasonable duties as directed by the Head.

The duties outlined in this job description are in addition to those covered by the latest 'Contract of Employment (Teachers)' under 'Duties and Hours of Work' and 'Appendix – General Professional Duties'. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

Last Reviewed: August 2025

PERSON SPECIFICATION

We are looking for an inspirational, committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual child both inside and outside the classroom. We believe that children should develop a 'Growth Mindset' and learn to be resilient, persistent, curious and collaborative learners, and the successful candidate will embody these values.

Qualifications:

A recognised, relevant and suitable teaching qualification.

Experience

- A minimum of two years' experience of teaching children within a primary or preparatory school setting.
- A proven ability to work within a team.

Knowledge, skills and abilities

- an ability to create a stimulating and safe learning environment.
- excellent teaching and class management skills.
- an ability to plan, prepare and deliver the curriculum as set out in schemes of work, making it relevant to the differing abilities within the class.
- an ability to assess and record the progress of children's learning to inform next steps and monitor progress.

- knowledge of a wider range of teaching strategies to meet different learning needs.
- encouragement of children in developing self-esteem and respect for others.
- an ability to manage and work with support staff.
- an ability to communicate in a professional manner, both verbally and in writing, to a range of audiences including parents, staff and Governors / Directors.
- effective ICT skills and a willingness to use technology in the classroom to enhance children's learning.
- a commitment to promoting parental and local community involvement.
- a commitment to equal opportunities and to use a variety of strategies and practices to promote equality and cultural diversity.
- a commitment to promote the safeguarding of children within the school.
- a willingness to further your own professional skills, knowledge and abilities.
- the ability to build rapport with colleagues and parents.
- an enthusiasm and willingness to participate in the wide range of extra-curricular activities on offer at RPPS, and to lead an after-school club.
- high levels of personal presentation and professional conduct at all times.
- good time-management and organisational skills.
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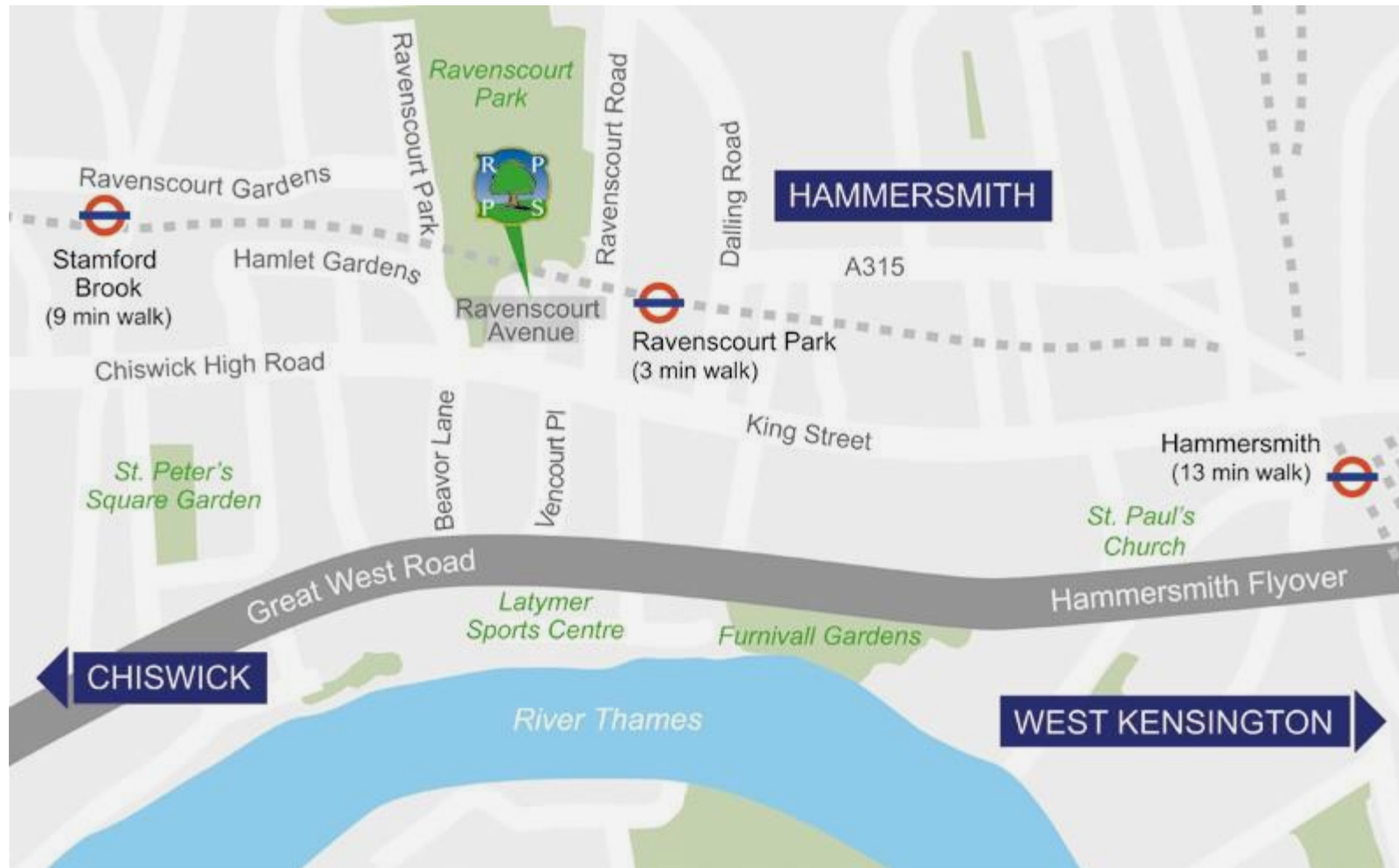
Desirable criteria

- evidence of further / continued CPD
- knowledge and/or experience of the Independent London Day Schools 11+ examination process
 - experience of teaching Mathematical Reasoning (for example using a Mastery / Greater Depth approach such as within the White Rose Maths Scheme).
- experience of teaching using the Power of Reading scheme.
- experience of teaching across Key Stage Two, including Year Six.

Hours and Remuneration

This is a full-time, fixed-term maternity contract position from 1st January 2026. The salary will take into account the skills and experience of the successful candidate.

A generous pension scheme, operated by APTIS (Aviva Pension Trust for Independent Schools) is offered with this position.



TRAVELLING TO WORK

We are ideally located, bordering Ravenscourt Park itself and with the District Line underground station just a two-minute walk from the school and Hammersmith Station, on the District and Piccadilly lines is just a fifteen-minute walk away. Close to the school is Chiswick High Road, the principal shopping and dining street of Chiswick. The area has the charm of a countryside village, while still being within easy reach of all the amenities of the capital.

Ravenscourt Park Preparatory School
16 Ravenscourt Avenue London W6 0S
Tel: 020 8846 9153 | www.rpps.co.uk

HOW TO APPLY

Completed applications should be sent in PDF format by email to our school office, at careers@rpps.co.uk.

The supporting letter should be a brief cover letter or personal statement, explaining why you feel you would be a good fit for the role in question.

Closing date for applications: 12:00 on Tuesday 2nd September 2025





EQUAL OPPORTUNITIES POLICY

All appointments are made in accordance with our Equal Opportunities Policy and applicants should let us know of any special needs they may have.

SAFER RECRUITMENT POLICY

Ravenscourt Park Preparatory School is committed to safeguarding and promoting the welfare of children and all appointments are made in accordance with our Safer Recruitment Policy. If you have any further questions, please contact our HR department: hr@gardenerschools.com