



Candidate Information Pack

Class Teacher

We are looking to appoint a talented and enthusiastic KS1 Class Teacher (full-time).

The successful candidate will deliver high-quality teaching and learning within a caring, supportive, and inclusive Prep school. You will take responsibility for the academic progress and pastoral care of a small class (maximum 20 pupils) to foster a positive learning environment in which children feel confident, motivated, and able to achieve their full potential.

If you are passionate about teaching within a leading independent school, enjoy being part of a small, collaborative team, and are excited by the opportunity to make a meaningful difference each day, we would be delighted to hear from you.

Key Details of the Role	
Start Date	September 2027 Due to rising pupil numbers, an earlier start date during the current academic year may be available. Candidates are encouraged to state their earliest availability in their application.
Contract	Permanent
Responsible to	Headmaster and Head of Pre-Prep
Normal Hours	8:00 – 4:15pm Monday to Friday, during term time
Salary	Competitive, dependent on experience
Pension	APTIS (Aviva Pension Trust for Independent Schools)
Other benefits	- Free lunches and refreshments during term-time - Use of school facilities, including swimming pool - Secure on-site parking - Access to leading Employee Assistance Programme - Fee remission upon successful application - Regular staff social events programme - Flexible and 'family first' employer

Purpose of the Role

To deliver high-quality teaching and learning, ensuring all pupils are supported to make strong academic progress within a positive, inclusive and well-structured classroom environment. To take responsibility for the pastoral care and wellbeing of pupils, fostering confidence, independence and curiosity. To contribute to the wider life of the school as part of a collaborative and professional team.

Main Responsibilities of the Role

- Plan, prepare and deliver high-quality, engaging lessons in line with the school's curriculum, ensuring strong progress for all pupils through effective differentiation and appropriate challenge.
- Assess, record and monitor pupils' progress, using this information to inform planning, provide constructive feedback, and support next steps in learning.
- Establish and maintain a positive, well-ordered classroom environment with high expectations for behaviour, engagement and achievement.
- Build strong, supportive relationships with pupils, promoting confidence, independence and a love of learning.
- Work collaboratively with colleagues and support staff to ensure a consistent and well-coordinated approach to teaching and learning, including maintaining accurate records of attainment and attendance.
- Create and maintain a stimulating classroom environment, including displays that celebrate and value pupils' work.
- Communicate effectively with parents, including formal reporting and attendance at meetings as required.
- Contribute fully to the wider life of the school, including trips, events and co-curricular activities, and lead at least one after school club each week.
- Engage fully in staff meetings, briefings, INSET and appraisal processes, contributing positively to whole-school development.

General Responsibilities for all York House Staff

- Ensure full compliance with safeguarding, Health & Safety, data protection and all school policies, reporting concerns promptly.
- Build positive and professional relationships with pupils, colleagues, parents and the wider school community.
- Act as a role model for pupils through professional conduct and presentation.
- Engage in ongoing CPD, including safeguarding training.
- Contribute positively to the school's ethos and wider community.

Candidate Profile

- A qualified teacher, ideally with experience in a prep school setting.
- A strong classroom practitioner who is able to inspire and motivate pupils.
- A warm, confident communicator who builds positive relationships with pupils and colleagues.
- Organised, proactive and able to manage workload effectively.
- A collaborative team player who is also confident working independently.
- Committed to supporting pupils' academic progress and pastoral wellbeing.
- Willing to contribute to the wider life of the school.

Person Specification	
Qualifications	Essential: - Qualified Teacher Status (QTS) or equivalent Desirable: - Further qualifications or evidence of continued professional development - First Aid qualification
Experience / knowledge	Essential: - Experience teaching primary aged children - Strong understanding of effective teaching, learning and assessment - Knowledge of relevant curriculum (KS1) Desirable: - Experience teaching within the independent sector - Evidence of involvement in curriculum development
Attitude and Approach	Essential: - Positive, flexible and professional approach - Commitment to high standards of teaching and behaviour - Ability to build strong relationships and maintain appropriate boundaries - Reflective and open to feedback - Commitment to safeguarding / promoting pupil welfare
Skills and Competencies	Essential: - Strong classroom management skills - Excellent communication skills, both written and verbal - Ability to plan, organise and prioritise effectively - Ability to work collaboratively as part of a small team - Confident use of ICT to support teaching and learning Desirable: - Ability to contribute to wider school initiatives or subject leadership/ bring personal interests and enthusiasm into the school community

Safeguarding

York House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This role involves regulated activity with children. The successful candidate will be subject to an Enhanced DBS check (including children's barred list information) and satisfactory pre-employment checks. In line with Keeping Children Safe in Education (KCSIE), online searches will also be conducted on shortlisted candidates. Any criminal record information disclosed will be handled in accordance with the DBS code of practice.

It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Equal Opportunities

York House School is an equal opportunities employer. We welcome applications from all suitably skilled and experienced candidates regardless of race, nationality, gender, disability, religion, age, sexual orientation, or background. Selection is based solely on merit, skills, and experience in accordance with the Equality Act 2010.

Application Process

If you would like to apply for the role, please complete the Application Form in full and send to Recruitment@York-House.com before **Tuesday 27 October, 12 noon**.

Please note that we are unable to accept applications unless they are made on our own application form (CVs will not be considered).

If you are invited to interview, this will be conducted in person in early November and the areas which the interview process will explore will include suitability to work with children.

All candidates invited to interview must bring valid photo identification.

We reserve the right to interview candidates ahead of the closing date and applications will be considered as they are received.