

JOB DESCRIPTION: PRE-PREP CLASS TEACHER (1YR FIXED-TERM MATERNITY COVER)

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To deliver high-quality teaching to pupils in the Pre-Prep. Underpinned by a passionate and dynamic approach, the successful candidate will be inspirational in their teaching, and thereby deliver excellence in all aspects of their work.
Responsible to:	Headmaster, through the Head of Pre-Prep.
Hours of work:	Full-time. School Term time only (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).
Pension:	Auto-enrolment into the School Pension Scheme.
Commencement Date:	23 rd February 2026 (1 year Fixed-term contract)

Overview

As a well-qualified, passionate and dynamic class teacher leading a Form in Pre-Prep (either Reception, Year 1, 2 or 3 (currently Year 2)), you will be responsible to the Headmaster, through the Head of Pre-Prep. Working in conjunction with your fellow Class Teachers and relevant Heads of Department to ensure the aims, objectives and ethos of both the School and of each department are maintained and promoted.

Key Tasks

Curriculum

- The promotion of excellence in all respects.
- The effective planning and delivery of academic subjects to the Pre-Prep children, also including Learning for Life (PSHE).
- The setting and marking of homework that promotes learning and progress.

- The effective assessment, recording and reporting on the progress of the children, incorporating effective written and verbal communication with parents.
- The creation of a lively, stimulating, exciting and enjoyable learning environment within a classroom containing relevant, high quality displays and effective, well-used resources.
- Close liaison with Head of Pre-Prep, Heads of Departments and (where necessary and appropriate) the Head of Learning Support to ensure a proactive approach that best serves the needs of individual children.
- The effective and appropriate utilisation of annual budgetary allocations.
- The promotion of the use of the Library and the Accelerated Reading scheme.
- The promotion of effective use of ICT throughout the curriculum.
- The planning of relevant educational visits to enrich learning.
- The safety, well-being and discipline of all children, underpinned by effective pastoral care and record-keeping that meet the individual needs of all children.
- The support and encouragement of the children in their wider activities.
- A commitment to keeping up to date with new educational developments, initiatives and curriculum changes.
- The recognition and support of appropriate personal and departmental INSET opportunities.
- A full part in the life of the School House system, mentoring system and within the School community as a whole.

Knowledge, Skills and Experience Required

Essential

- A passion for working with children, coupled with an ability to inspire.
- The clear desire to aspire to the highest standards of teaching and learning.
- Strong academic qualifications in line with the position.
- A first-class classroom practitioner with proven ability as an excellent teacher.
- Outstanding communication and organisational skills, coupled with the ability to use technology effectively in enhancing learning.
- Strong interpersonal skills that promote confidence in dealing with colleagues, pupils and parents.
- An effective team member, able to work flexibly and contribute positively to life in a busy, exciting and thriving school.
- An ability and willingness to undertake a full and fair part in staff duties and responsibilities.
- A commitment to on-going personal and professional development.
- A robust and resilient nature, coupled with a capability to work under pressure.
- The ability to contribute strongly to a thriving Clubs and Activities programme across the school year.
- A full and active commitment to the welfare and safeguarding of children and young people. Pastoral care has a high priority, and the successful candidate will be highly committed to this aspect of the job.
- All applicants must be committed to the safeguarding and protection of children and will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position. Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.