



Elstree School

Woolhampton, Reading, Berkshire
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Candidate brief for the position of
Early Years Class Teacher
To Commence January 2027



Elstree School



Contents

About the School.....	3
Job Description	6
Person Specification	7
How to Apply	9



Elstree School

About the School - Pre-Prep

Thank you for your interest in working at Elstree Pre-Preparatory. We hope the following information is useful for you.

Elstree Pre-Prep consists of eight classes catering for boys and girls from 2-7 years old. It was founded in 1993 with just eight pupils and now caters for around eighty children. It is located alongside the Prep School allowing us to take full advantage of the wonderful grounds and facilities at Elstree. The children are taught in classes by their class teacher for the majority of the day but have specialist teachers for Music, French, Drama and PE.



We are a close community and pride ourselves on the very special, warm environment that has evolved since our inception, influenced largely by the family principles of Elstree School. We are often the first experience of school life and understand how important these initial steps on the educational road are. We understand each parent's desire for their child to feel happy and secure and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at the Pre-Prep. All children are valued as individuals and are encouraged to explore and develop their talents to the full.

It is our aim to maintain high academic standards within a strong pastoral community where traditional values and innovative thinking go hand in hand.



Elstree School

Early Years

Nursery and Reception classes follow the Foundation Stage Framework, learning through play and practical activities, both in the classroom, in our outdoor play areas as well as in the extensive grounds of Elstree School. Flexible sessions, including lunch if required, are offered to children in the Nursery on days to suit both children and parents.



The teachers in Nursery and Reception work closely together, often exploring the same themes or stories with the pupils. In addition, they both have access to the Early Years Garden and take it in turns to plan outdoor activities for the children.



During Reception, teaching follows the Development Matters Document. Lessons and learning experiences are stimulating and fun and the children's interests are put first. It is our aim for our children to love their time at school and to develop a love of learning.



Elstree School

Years 1 & 2

Year 1 sees children make the transition from the play based learning of the Early Years Foundation Stage curriculum to the more formal lessons of Key Stage 1. The introduction to the year is a gentle one and helps the children become settled into the new routines. There is close liaison with the Reception staff to ensure that the transition is well managed and that staff are aware of each child's strengths and characteristics of learning.



There is a strong emphasis on literacy and numeracy during these two years, whilst still ensuring that the children enjoy a broad and balanced curriculum and have the opportunity to learn by doing and being involved. Our teaching follows the National Curriculum and we aim to maintain the level of excitement and enjoyment in learning that is fostered in the Early Years. There is a balance between individual, group and whole class work.



Elstree School

Pre-Prep Early Years Class Teacher Job Description

We are seeking to appoint a passionate and enthusiastic teacher to join our Pre-Prep team from January 2027. The successful candidate will teach within the Pre-Prep, most likely within the Early Years team.

Appointed by and reporting to: The Head of Pre-Prep

Teaching and Learning:

- To teach a full timetable, delivering the EYFS curriculum in line with national standards and school policies as required by the Head of Pre-Prep.
- To plan, implement, and evaluate daily lessons and activities that cater to all areas of learning and plan and implement activities that promote creativity, exploration, and problem-solving
- To complete Schemes of Work for relevant subjects within your year group.
- To have a good working knowledge of the National Curriculum focussing on the EYFS Curriculum.
- To have a commitment to deliver the curriculum through engaging and creative learning experiences ensuring learning objectives and outcomes are met through differentiated teaching approaches.
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- To work alongside the other Pre-Prep staff, discussing learning activities and sharing practice.
- To establish positive relationships with the parents or carers of children within your class.
- To prepare and mark work to facilitate positive pupil development.
- Regularly track and document individual progress through observation, work samples, and formal assessments and plan next steps for children to meet.
- Provide detailed progress reports to parents, highlighting achievements, areas for improvement, and next steps.
- To manage your classroom in such a way that it is a stimulating and welcoming environment for the children, creating a welcoming, safe, and organised classroom environment..

Pastoral:

- Observe and assess learner's progress and development on an ongoing basis.
- Take account of pupils' needs by providing structured play-based learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- To develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- To manage behaviours so that a safe and stimulating learning environment can be created.
- Comply with school policies and procedures in areas such as assessment, marking, behaviour management, communication with parents, teaching English as an additional language, cover, induction, planning, staff meetings, parental events.
- Be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the children in the school, and to abide by Health and Safety regulations.
- Support the school's pastoral system, within the year group, class and with individual pupils.
- Identify any children with particular educational or emotional needs and, where necessary, make provision for them with close liaison with the Learning Development Department.

Wider School Community and Commitments:

- Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise.
- To keep informed of current teaching and educational developments through documents, meetings and in-service courses.



Elstree School

- Organise and take part in school events, Open Days, outings and activities which may take place at weekends or in the evening.
- Play as full a part as possible in the corporate life of the school, such as undertaking a contribution to the extra-curricular life of the school (as reasonably required by the Head of Pre-Prep).
- Lead assemblies on a timetabled basis and take on a fair share of playground or afterschool duties.
- Attend Parents' meetings, Common Room and Departmental meetings and major functions when required by the Head of Pre-Prep or Headmaster.
- Cover for absent colleagues and, when absent themselves, set appropriate work wherever possible.
- Take part in the Staff Career Development (Appraisal) scheme.
- Take responsibility for a subject area within the Pre-Prep, attending meetings with the Head of Department in the Prep School.
- To run an after-school club one afternoon a week from 3.30 - 4.30pm

Person Specification

Education and Qualifications	Essential	Desirable
Qualified Early Years Teacher Status (EYTS)	✓	
Good honours graduate	✓	
Commitment to personal/professional development	✓	
Teaching and Learning Experience	Essential	Desirable
Experience of teaching Early Years	✓	
Inspirational, committed teacher dedicated to ensuring each pupil achieves their best outcomes	✓	
Committed to ensuring excellent standards of behaviour at all times	✓	
Excellent communication and classroom management skills	✓	
Education and Qualifications	Essential	Desirable
Qualified Early Years Teacher Status (EYTS)	✓	
Good honours graduate	✓	
Commitment to personal/professional development	✓	
Knowledge and Understanding	Essential	Desirable
Clear understanding of the KS1 curriculum and its assessment	✓	
Ability to employ a range of effective teaching, learning styles and assessment methods	✓	
Ability to use assessment and baseline testing data to inform planning and set targets	✓	



Elstree School

School Ethos, Values and Aims	Essential	Desirable
Fully supports Elstree's ethos and aims and family atmosphere	✓	
Supportive of Elstree's Christian values and character	✓	
Commitment to the safeguarding and protection of children	✓	
A commitment to the whole life of a busy boarding community		✓
Encourage parents to take an active role in the life of the school and their children's education	✓	

Personal Qualities	Essential	Desirable
High expectations of pupils and colleagues	✓	
Highly motivated and able to motivate and inspire pupils	✓	
Enthusiastic and committed	✓	
A passion for teaching	✓	
A forward-thinking approach	✓	
Excellent interpersonal skills, shows empathy, compassion and kindness	✓	
Ability to be reflective and self-critical	✓	
Well organised with good time management skills	✓	
Display calmness under pressure	✓	
Charismatic - having 'a presence'		✓

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. You will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.



Elstree School

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.

Hours of work

Your hours of work fall between 8am and 6pm Monday to Friday, term time only and are usually 8.00am – 4.30pm. You will be expected to stay until 6.00pm on occasion in order to support with our after-school club (Ducklings), and to attend some staff meetings and additional events. You will also be required to run an after-school club one evening a week to 4.30pm as part of your contracted role. In addition, you will be required to work Saturday mornings for Open Mornings, Activity Mornings and Induction mornings. This is likely to be no more than one Saturday per term.

Holiday

You may have all normal School holidays in accordance with the published dates in the School calendar, you will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Head of Pre-Prep.

Holidays must not be taken during term time.

Salary

According to experience, to be discussed at interview.

Probationary Period: 4 months

How to Apply

If you are interested in applying for this post, please visit our website and download an application form. You are welcome to send us your curriculum vitae, but this will not be accepted in place of our application form. Your application may be submitted by email to rpither@elstreeschool.org.uk. In line with Keeping Children Safe in Education, short listed candidates will be required to undergo online searches via a search engine to determine your suitability to work in a school and you will also be asked to attend an interview at the school. If you have any questions, please do not hesitate to contact us.

The school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Closing date: 9am, 30th October 2026

Interview date: 6th November 2026