



# ST JOSEPH'S COLLEGE

Appointment of

## Prep School Teacher

Full Time

Required September 2026 or  
January 2027

## **Our Values**

St Joseph's College promotes a love of learning. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

## **Our Vision**

To cultivate a vibrant and inclusive community and to develop confident, resilient and adaptable individuals who embrace lifelong learning and aspire to be positive future citizens.

## **Our Mission**

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

## **Our Core Values**

Aspiration, Respect, Confidence





## **Our Aims**

**For the needs of each pupil's mind, body, heart and spirit to be met, so that each one:**

- aspires to, and achieves, their academic and personal best
- experiences an inspiring, progressive all-round education, which prepares them fully for their future
- takes an active and positive role in their College, developing personal leadership skills whilst offering service to local, national and international communities.
- develops self-confidence and self-esteem
- acts with integrity, showing respect for themselves and others
- explores their individuality & creativity and learns to use their initiative



**The Opportunity:**

We are seeking an inspirational and impactful teacher to teach in our Prep School. Our Prep School caters for children from 2 years to 11 years.

**Required from September 2026 or January 2027;** the ideal candidate will demonstrate an excellent understanding of learning and curriculum across the Prep age range, have a track record of supporting children to learn, and of implementing initiatives. Strong organisation skills, effective communication, emotional intelligence, a positive outlook and a proactive and creative approach to problem solving is critical.

**This is a full-time post.**

## The Environment:

St Joseph's College is an independent school with Christian values that gives everyone the space to thrive and has a community of people with all faiths and none. Being part of the St Joseph's community is a once-in-a-lifetime experience. We provide a stable foundation for the children and we take happiness very seriously, in every part of our community.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff and children.

An energetic and forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years. The Prep School is almost entirely made up of day pupils and there are only the occasional activities for the children at weekends. We do not have lessons on Saturdays.

The Prep School shares the leafy, 60 acre campus with the Senior School and there is an outstanding sense of belonging to the whole community, with some shared events, such as a Whole College assembly once a week.





## Our School

You have to visit our school to experience just how nurturing an independent school environment can be. Children and young people grow and blossom here. Our children flourish academically, whatever their starting point. We are not in the business of mass production; every child is unique. You will find some characteristics common to our children which include friendliness, courtesy, thoughtfulness, confidence and ambition. At St Jo's, every child matters and every child counts.

The joy of being able to teach children in small classes and in a calm, purposeful but exciting learning environment offers the potential for everyone to thrive. Our school is open Monday to Friday with before and after-school provision and a Nursery catering for children from 2-4 years old.

The Prep is an IAPS co-educational day school for children aged 2-11. Our children have a wide range of abilities.



## #Teamstjos

We believe that every pupil deserves access to a rigorous, engaging, and supportive learning environment, and we work tirelessly, creatively and collaboratively to ensure that our curriculum and teaching methods meet these standards and deliver these outcomes. As a member of our Prep Team, you will help us to deliver the Prep curriculum (based on but not restricted to the National Curriculum), which ensures a high standard of physical, emotional, social and intellectual development for all our children attending the Prep.

You will work closely with other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in our care.

Most of our children leave the Prep to continue their education in our Senior School. All parts of the College work closely together to create a unique environment, where community is a huge strength.

## The Role of the Prep Form Teacher

As a member of our Prep Team, you will help us to deliver the Prep curriculum.

You will work closely with other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in our care.

Here follows a more detailed look at the role of Teacher in St Jo's Prep:



## Specific responsibilities:

### Form Teacher

Role: To be responsible to the Head of St Joseph's Prep School for the welfare and development of pupils in the form, by upholding the school values, ethos and policies, and maintaining excellent liaison with parents and colleagues.

General:	<p>The form teacher takes full professional responsibility for a class of children, to ensure a full, effective, balanced and differentiated curriculum is delivered, in line with the school curriculum, school policies and schemes, as directed by the Head.</p> <ul style="list-style-type: none"><li>• To support the School's Aims and Values generally and to create a caring classroom environment that fosters positive attitudes in line with the School's aims.</li><li>• To ensure a high standard of work and discipline and to mark all work regularly and in an appropriate manner.</li><li>• To ensure quality displays of work in which children have work displayed in the classroom or around the school. To ensure the displays are mounted, clearly labelled and changed regularly.</li><li>• To ensure a stimulating learning environment in the classroom which is organised and one in which children have easy access to appropriate resources.</li><li>• To take a full and active part in Staff Meetings, Development Meetings and Professional Development Days.</li><li>• To undertake duties as required, such as before school, break, lunchtime and after school duties.</li><li>• To participate in the co-curricular program of the school and run at least one club per week, each term.</li></ul>
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### Form Teacher Continued

Administrative:	<ul style="list-style-type: none"><li>• To be present in the form room at 8.05am and 1.00pm to register the form for morning and afternoon sessions. To be in the classroom between 3.45 and 3.50pm to dismiss the class and accompany them to the playground/ Prep door for collection.</li><li>• To complete medium term planning sheets for each curriculum area and short term plans; to discuss these with the Head or Deputy Head as appropriate.</li><li>• To pursue cases of unexplained absence and to bring such matters to the attention of the Deputy Head and Head.</li><li>• To work to the timetable for the form which is advised by the Head and Deputy.</li><li>• To agree a homework timetable with the parallel form teacher (where appropriate) and be consistent in adhering to the homework policy.</li><li>• To conduct such tests as are agreed for the form and to submit results to the Deputy Head and Head and other colleagues as appropriate.</li><li>• To make regular assessment notes and undertake relevant assessment tasks in line with the curriculum being taught.</li><li>• To write mid-year and end of year reports as directed by the Deputy Head or Head and to complete half-termly gradings throughout the year.</li></ul>
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## Specific responsibilities:

### Form Teacher Continued

#### Pastoral:

- To maintain the general care, academic progress and personal development of the pupils in the form.
- To organise and run circle time and PHSE lessons, as appropriate.
- To be the first point of contact with the school for parents and to be available for consultation by parents by appointment at the earliest convenient time. To submit written reports of parent interviews and contact notes on iSams.
- To monitor homework and to check regularly that homework is completed.
- To monitor reading on a daily basis in Reception and Years 1 and 2, whenever practicable and to monitor reading regularly in Years 3 to 6.
- Liaise with subject teachers and SEND teachers in order to keep fully informed of pupil progress.
- To complete regular pupil assessments for diagnostic and formative assessments as requested by the Deputy Head.
- To collate reports from subject teachers where appropriate and provide written Form Teacher comments on reports.
- To communicate concerns about individual children at staff meetings and 'Weekly Briefing'.
- To hold Parent Consultations in agreement with the School Schedule
- To take a club, or be involved in some co-curricular activity with children each term.
- To attend form field trips as appropriate.
- To prepare assemblies at an agreed time giving all members of the form an opportunity to take part in it.
- To attend major school events
- To attend and participate in House assemblies.

## Responsibilities continued:

### General

- To be committed to safeguarding of children and young people at the College.
- To actively support the ethos of the College.
- To contribute to the daily running of the College and follow its policies and procedures.
- To share good practice with colleagues wherever possible.
- To take an active role in ensuring the realisation of the College Development Plan.
- To treat each pupil as an individual with courtesy and respect.
- To undertake any other duty deemed reasonable by the Principal.
- To keep the Head informed and brings problems to her.
- To be prepared to run a club for the children.
- To be discrete and has a sense of confidentiality.
- To set a good example in terms of dress, punctuality and attendance.
- To safeguard the general health and safety of pupils. Promote excellence in all respects.
- To support the use of reward and sanction procedures to ensure good behaviour and discipline.
- To share and support the pastoral well-being of the pupil body, maintaining confidentiality at all times.
- To foster children's personal, social, emotional and cognitive development.
- To participate in appraisal arrangements.
- Be aware of and adheres to the College code of conduct and confidentiality.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business. In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.



## Person Specification:

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• Degree or relevant qualification</li><li>• Commitment to personal/professional development.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of Further training</li><li>• Hold an up to date Paediatric First Aid Certificate.</li><li>• Further relevant qualifications</li><li>• Evidence of continuous self-development and updated knowledge.</li><li>• Knowledge of pupil welfare issues including child protection, raising achievement and SEND provision etc.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of teaching children from 5-11 years</li><li>• Confident teaching English and Maths in Upper Key Stage 2</li><li>• Ability and willingness to teach other related subjects.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with children from 2-11 years of age</li><li>• Experience of using information technology</li><li>• Experience of outdoor learning</li></ul>
Communication skills	<ul style="list-style-type: none"><li>• High standard of spoken and written English, excellent communication skills</li><li>• Good levels of numeracy</li><li>• Keen eye for detail and high level of accuracy, with a commitment to quality</li><li>• Excellent interpersonal skills with a range of stakeholders</li><li>• Experience of interacting effectively with parents</li></ul>	

## Person Specification:

	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"><li>• Secure knowledge and a good understanding of the key skills, concepts in specialist subject or age range.</li><li>• Employ a range of effective teaching, learning styles and assessment methods.</li><li>• Ability to raise the achievement for all.</li><li>• Committed to ensuring excellent standards of behaviour at all times.</li><li>• Committed to the role of tutor for a group of pupils and understand the benefits of pastoral care.</li><li>• Adhere and excel in the Teaching Standards.</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching a range of subjects.</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Have the ability to establish good working relationships and effective teamwork.</li><li>• Be an excellent role model for pupils.</li><li>• Have the ability to be reflective and self-critical.</li><li>• Have the ability to understand and demonstrate a commitment to equality and diversity.</li><li>• Be charismatic and have 'presence' in the school.</li><li>• Be highly motivated and be able to motivate and inspire others.</li><li>• Have a passion for teaching</li></ul>	
Practical and intellectual skills	<ul style="list-style-type: none"><li>• You should have an excellent understanding of safe working practices in relation to child care.</li><li>• Have an excellent understanding of child development.</li><li>• Have the ability to work methodically and prioritise own workload.</li><li>• Have the ability to work as part of a team and also on own.</li><li>• Have the ability to maintain up-to date, accurate and detailed documentation.</li></ul>	

## Person Specification:

	Essential	Desirable
Disposition and attitude	<ul style="list-style-type: none"><li>• Have a keen attention to detail and a high level of accuracy.</li><li>• Able to multi-task</li><li>• A high level of personal presentation.</li><li>• A keen interest in outdoor education.</li><li>• Someone who is honest, reliable and flexible.</li><li>• You should be able to build excellent working relationships with children, parents/carers and colleagues</li><li>• Have excellent attention to detail.</li><li>• Have a high level of patience.</li><li>• Enjoy working with children.</li><li>• Have the commitment to providing the highest standards.</li><li>• Have the willingness to learn, and undergo further appropriate training.</li><li>• Be flexible, positive, friendly and have a supportive approach to work.</li><li>• Have a pleasant disposition with a capability to respond positively and calmly under pressure.</li></ul>	

## **The Small Print:**

**Reports to:** Head of Prep

**Pay Scale:** Depending on experience and qualifications.

**Status:** Full-time

Holidays only to be taken during school holidays.

**Location:** St Joseph's College Prep School





## HOW TO APPLY

To apply, please complete an Application Form and a Recruitment Monitoring Form, which [can be found on our website here: https://www.stjos.co.uk/our-community/job-vacancies/](https://www.stjos.co.uk/our-community/job-vacancies/)

Application deadline: **9am, Wednesday 10 June 2026**. Applicants will be informed by Friday 12 June 2026, if they have been invited to interviews. We reserve the right to interview and appoint candidates before the closing date; therefore, early applications are encouraged.

Interviews: w/b Monday 15 June 2026 - interview, plan and teach a lesson to Year 4, and tour of the School.

Candidates selected for interview will be required to provide proof of ID and any relevant qualifications.

Please return completed application forms together with a covering letter to: **Mrs Dianne Searle** [careers@stjos.co.uk](mailto:careers@stjos.co.uk)

Please be advised that applications will not be accepted unless they are on the College's Application Form. Please ensure that your application form is completed in full and is signed electronically - - scanned signatures are also accepted.

