

**Job Title: Teacher of Pre-Prep (maternity cover)
Fixed Term Full Time**

About our School

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our (up to 285) pupils are Day Pupils. We also educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos, in the context of a holistic education.

Until September 2023, all Cathedral Choristers were boys; we now educate girl Choristers as Day Pupils (they will board from September 2025, following a major refurbishment project).

Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Around 85 teachers and support staff (full and part time), all contribute, directly or indirectly, to the safety and wellbeing, the holistic development, progress and success of our pupils. Our philosophy is that all achievement must be rooted in wellbeing.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

Our major entry points are at 4+, 7+ and 11+ and there are limited occasional spaces available in other year groups. Our school roll is currently full other than for Chorister places. We admit boy and girl Choristers usually between Years 2-5 (following voice trials available from Y2 upwards, combined with in-school assessments).

Job Description: Teacher of Pre-Prep Maternity Cover

Purpose:

The teacher will be a form teacher in the Pre-Prep, responsible for the pastoral and academic development of a class. For 2026-2027 Academic year this will be in Year 2.

Overview:

The successful candidate will be joining a thriving school which embraces new ideas, hard work and creativity. The School is rated 'Excellent' in all categories by the Independent Schools Inspectorate, and the School's artistic, academic, cultural, and sporting life is highly regarded.

You will be well organised and enthusiastic about teaching and learning, and committed to developing your own pedagogy. Some experience of the Read Write Inc phonics program would be desirable but is not essential. Resources and planning are already in place so that you can be effective immediately on arrival, and you will be encouraged to explore and develop your own schemes.

Set in the grounds of the iconic St Paul's Cathedral, you will enjoy the unique experience of school assemblies in what we affectionately call our school chapel. Working in a friendly, warm environment, you will be involved in the whole life of St Paul's Cathedral School including sports and activities. Our parents are professionals from all walks of life and genuinely supportive.

Responsibilities and Tasks:

All staff are expected to uphold the Aims and Principles of the School, understand and follow school policies and to follow the Staff Code of Conduct.

- To use teaching strategies that will engage and challenge all pupils, appropriate to their ability
- To plan, prepare and deliver high quality, differentiated lessons across the curriculum
- To work closely with the parallel teacher in a 2-form Year Group.
- To identify clear teaching objects and learning outcomes which include appropriate challenge and high expectations
- To teach a phonics group following the Read Write Inc program
- To enable pupils to develop positive attitudes towards learning and school
- To assess, record, monitor and report on the development, progress and achievements of pupils in your class
- To mark and provide feedback to the pupils, as well as plan next steps
- To use ISAMs to track pupils
- To report to parents on progress
- To ensure effective use of support staff within the classroom
- To work with the school's SENCo to meet the learning needs to children in your class
- To maintain up to date displays and resources to support learning

- To successfully implement the school behaviour policy and positive reward system
- To participate in school events beyond the school day when required
- To run an after-school club on a weekday from 4-5pm.
- To supervise pupils in the playground.
- To attend staff meetings and other meetings as required by the Head of Pre-Prep and Headteacher.
- To complete risk assessments for outings and your classroom

Line Management:

The teacher will be managed by the Head of Pre-Prep.

Safeguarding:

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.

Person Specification:

	Essential	Desirable
Qualifications, Experience and Knowledge	<ul style="list-style-type: none"> • A good honours level degree • QTS through Post Graduate certificate as relevant. • Practical experience and understanding of the social, emotional, academic, health and safety needs of this age group • Good language skills. • Good general IT skills (training can be provided) 	<ul style="list-style-type: none"> • Experience of working in a primary education context • Experience of working with children, either in an employment or voluntary capacity, including safeguarding training. • Experience of teaching off-site. • Confident managing a class with SEN needs and a good understanding of early intervention.

	<ul style="list-style-type: none"> ● Commitment to safeguarding of children and young people ● Demonstrate up-to-date knowledge of recent statutory changes. ● Strong knowledge of phonics ● Flexibility and adaptability within the Pre-Prep team. 	
<p style="text-align: center;">Personal competencies and qualities</p>	<p>In addition to sharing our whole staff commitment to safeguarding and promoting the wellbeing of our pupils and to our Aims and Principles, the successful candidate will be able to provide examples from work or wider life experience of:</p> <ul style="list-style-type: none"> ● A calm, consistent, and nurturing approach ● Able to create an engaging learning environment tailored to individual needs. ● Ability to work effectively as part of a team ● Effective communication with children, colleagues and parents ● Commitment to undertaking professional development ● Commitment to equal opportunities for all in our community <p>Key qualities for this role are: reliability, organisation, punctuality, flexibility, enthusiasm, creativity, patience and empathy.</p>	

Hours, Terms and Conditions:

Working Hours:

Mondays and Fridays, term time only, from 08:30-16:00 including any after school requirements such as clubs, or, returning late to school from a fixture. Lunch is provided.

Attendance at weekly staff briefings and meetings, and at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sundays).

A competitive salary is offered, commensurate with qualification and experience.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

Application

All applications must be made via our **School application form** from the St Paul's Cathedral School website, accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes. The deadline for application is **Monday 18th May 12:00**

Please note that suitability for the post will be assessed through production of the applicant's qualifications, the interview and application letter.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to pre-employment checks including an enhanced Disclosure and Barring Service certificate.