



Reporting to:

Assistant Head (Academic)

Job Purpose:

The successful candidate will be a qualified and dynamic English teacher with existing experience of working within a strong department and a commitment to developing the unique qualities of every child. They will have a solid knowledge and understanding of the expectations of Key Stage 2 and 3 learning requirements and pupil needs.

Working alongside the Assistant Head (Academic) and other English practitioners, the role will involve teaching English in addition to fulfilling the responsibilities of a prep school teacher in terms of general duties and participation in School life. The School is very well equipped, and you will need to work closely with the other teachers and being a “team player” is an essential personal attribute necessary for this role. The post is a full-time position, with the successful candidate being able to take up the role from 1st September 2025.

Key Tasks will include the following:

- Teach effectively and ensure the discipline and safety of assigned timetabled classes and groups meet the varied and special educational needs of pupils.
- Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the school curricular policies and school planning policies.
- Maintain records of pupils' progress in accordance with department policies and planning.
- Promote the general progress and welfare of pupils in classes or groups or individually as part of the school's pastoral arrangements.
- Provide or contribute to oral or written assessments and report on individual pupils and groups, consult and inform parents, co-operate in accordance with school policies and planning.
- Liaise with parents to ensure clear communication in regards to pupil progress, particularly for children with additional needs
- Ensure the safety and good order of pupils by carrying out an appropriate share of supervision whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
- To maintain and support the positive ethos and core values of the school, through implementation of the school's policies and guidelines.
- Have, promote and support the highest possible standards of behaviour, commitment and achievement by the children.
- To use Information Technology to assist lesson preparation, teaching and reporting, and administration.
- To play a full part in the life of the school and involvement in the whole school extra-curricular (activities) provision.

Person Specification:

- Experience in KS2 and KS3 teaching of English
- Experience in both primary and secondary environments an advantage
- Strong values and professionalism in terms of personal conduct
- Good IT skills and familiarity with using a range of applications
- Enthusiasm and willingness to contribute to the life of a busy prep school
- A role model who can enthuse, motivate and challenge learners of all abilities
- A team player with a positive attitude, ‘can do’ approach and a love of teaching
- Excellent interpersonal, organisational and time management skills, with the ability to build positive, collaborative relationships with staff, pupils and parents

Safeguarding and Child Protection:

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons' for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

The successful candidate will be required to provide an enhanced DBS check. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application:

Applications should be made using the online application form through the TES online application system. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **noon on Friday, 3rd January 2025** after which references may be taken for those candidates considered for the shortlist. Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone on **Monday, 6th January 2025**.

Interviews will be held on **Monday, 13th January 2025** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 1st September 2025.

All queries can be sent to recruitment@stmichaels.je