



## Key Stage 1 Teacher (Pre-Prep) Fixed Term (One Year – Sept 26 to Aug 27)

### The Role

The Key Stage 1 Teacher is responsible to the Headmaster via the Head of Pre-Prep for the day to day running and efficient management of a class within the School.

### The School

Cheltenham College consists of two inter-dependent fee-paying schools within a single executive structure.

The Prep is a fully co-educational day and boarding school for approximately 400 pupils between the ages of 3 and 13. The school is made up of Pre-Prep [3 – 7], Lower School [7-9], Middle School [9-11] and Upper School [11-13].

College [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 720 pupils and aiming to become 750 pupils within the next few years. College includes a Sixth Form of approximately 300 pupils.

The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town.

### Pre-Prep

The Pre-Prep is very much part of The Prep, occupying self-contained buildings at the heart of the school campus. Staffed by specialist Key Stage 1 and Early Years teachers, the aim is to provide a stimulating and happy environment in which children can develop intellectually and socially to reach their potential.

### Key Responsibilities:

- To maintain the safety of the children during directed hours.
- To ensure equal opportunities regardless of gender, ability and culture by using teaching approaches which engage and support each child as an individual.
- Enthuse all pupils with a love of learning and promote children's intellectual curiosity.
- To plan and teach effectively, the programmes of study.
- Maintain academic records and profiles as agreed within the department and use these to effectively track pupils' progress and inform teaching.
- To create a stimulating classroom environment which inspires, motivates and challenges pupils.
- To liaise and report to parents, both at parents' meetings and via email or telephone



when appropriate, with regard to pupils' achievements and wellbeing, in accordance with the current reporting system. Keep the Head of Pre-Prep informed of all communications from parents.

- To constantly reappraise professional performance, to participate in training courses and to keep informed of current legislation and practices.
- To attend meetings and undertake such duties as can reasonably be requested by the Headmaster or the Head of Pre-Prep.
- To offer an after-school club within Pre-Prep.
- To co-ordinate a subject within Pre-Prep and liaise with the Head of Department in The Prep.

### Supporting School Life

Teachers play a broad and proactive role in supporting the wider life of Cheltenham College. This includes delivering co-curricular activities based on balancing the teacher's own interests and those of our pupils.

This job specification is not definitive and is likely to evolve as the post holder develops their particular professional strengths both within Pre-Prep and where appropriate, throughout The Prep.

### Terms and Conditions

- The College has its own salary scale.
- **Fixed Term Contract (1 year) September 2026 – August 2027**
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a reduction in fees for their children.
- Lunch in school (during term time only).
- Use of College sport facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden)
- Discounts and offers for College staff from local businesses and retailers.

**March 26**

