



CELEBRATING OUR CENTENARY  
1924 2024

APPOINTMENT OF

# KEY STAGE 2 TEACHER WITH SPORT

JANUARY 2025, FULL TIME





## HAMPTON PRE-PREP & PREP SCHOOL

Teaching girls aged 3-7 and boys aged 3-11, we offer an excellent all-round education, with superb pastoral care and exceptional teaching. At Hampton Pre-Prep & Prep School every child is recognised as a unique individual and allowed to flourish in a nurturing, lively and happy environment.

Hampton Pre-Prep & Prep School is an academically selective, independent day school for approximately 230 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and The Prep, on Gloucester Road, was completely rebuilt and opened in February 2016.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture a community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school, it is within our gift to teach a bespoke curriculum which we have designed to develop very bright young minds. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days here include a huge amount of fun!





## KS2 TEACHER WITH SPORT

Hampton Pre-Prep & Prep welcomes applications from colleagues working in both the state maintained and independent sectors for this full-time position. An interest in and willingness to teach boys' sport and P.E. would be desirable, and/or a keen interest in established and emerging educational focussed technology and digital literacy.

The exact nature of the teaching responsibilities we are looking for will be dependent upon the successful candidate's expertise and will be discussed at interview and agreed at the point of offering the post. The overall responsibilities particular to this post are subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

We are two form entry at Hampton Prep (Years 3 – 6), with an average Year group size of approximately 36 boys in two classes of 18 or 19.

In addition to their class and any specialised subject teaching responsibilities, all teachers in the Prep are expected to offer at least one Co-Curricular Activity per week after the day's lessons end.

The role is based at Hampton Prep and the salary will be negotiable and commensurate on skills and experience. We operate an induction and mentoring programme for all colleagues new to the School.

Hampton Pre-Prep & Prep is one of two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Pre-Prep & Prep staff included, are excellent.

Expectations, both internal and external, are high. There is a very happy and harmonious atmosphere in the staff room, with a clear focus across the school on supporting all colleagues' continuing professional development.





## KEY RESPONSIBILITIES

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**Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.**

- Take a proactive approach to initiating and maintaining friendly, positive relationships between the pupils at our School and be an approachable point of contact for parents and recognise that the pastoral role of the teacher extends beyond the classroom.
- Teach lessons, based on the School's published Schemes of Work, which are designed to ensure that our pupils always make identifiable and meaningful progress.
- Reflect upon pupils' progress and intervene in carefully considered and intelligent ways in order to address any shortfall as and when it emerges.
- Understand the critically important impact that formative assessment processes have upon pupils' progress and work in such a way as to embed them throughout the teaching and learning that takes place on a daily basis in every lesson.
- Understand the equally important impact that effective summative assessment has upon pupils' progress and adhere to the schedule of assessments planned throughout the academic year.
- Produce written reports of pupils' progress that identify what has already been achieved but also sets out the next steps each child needs to take, in line with published deadlines and guidelines.
- Register the attendance of pupils and ensure they are well organised and well equipped to meet the demands of daily life in the Prep.
- Arrive at school sufficiently in advance of the pupils' official start to the day in order to ensure planning and preparation for the day ahead is complete.
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Contribute to the School's assembly programme and attend all school functions that directly involve our pupils and offer help when needed, e.g. concerts, plays, end of term assemblies etc.
- Be prepared to participate in, and indeed organise if required, residential trips for pupils in the Prep that will certainly involve a number of nights away from home at least once a year.
- Attend staff meetings at the beginning of each term as well as those regularly scheduled to take place before and after school, during the course of each term.
- Carry out school duties, such as break and lunch supervision, as per the duty rota circulated by the Deputy Head (Pastoral).
- A commitment to continuing professional development.
- To be aware of Health and Safety issues and to comply with the Health and Safety Policy.
- An understanding of the need for confidentiality and Data protection in line with GDPR legislation.
- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.



## PERSON SPECIFICATION

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**The successful candidate will have the following experience, skills and personal attributes:**

- Expect and embody kindness, in terms of developing and maintaining relationships with everyone in our School; accept that 'children do not learn from people they do not like'.
- To embody the vision and values of the School and commit to supporting its friendly, socially relaxed yet academically purposeful ethos, the co-curricular activities we offer and our proactive approach to pastoral care.
- An enquiring mind coupled with evidence of excellent academic achievements; Qualified Teacher Status (QTS) or equivalent for overseas trained teachers.
- To be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker.
- Be capable of formulating and expressing an independent view whilst maintaining an awareness of current best practice across the wider educational landscape and working loyally as part of a team.
- Be an excellent administrator and organiser, with outstanding verbal and written communication skills, a high degree of computer literacy and an eye for faultlessly accurate spelling, punctuation and grammar.
- Have the ability to work swiftly yet accurately at all times, with calmness and efficiency.
- Sympathetically astute, with the steadfast ability to use tact, and where required, diplomacy when solving problem.
- Personal and professional resilience, in great abundance!
- A generosity of spirit which accepts that there may be some out-of-normal-hours work required, evenings included (plays, concerts, events for parents) and sometimes on a Saturday (sports tournaments, open mornings and our annual 7+ assessment morning)
- Have a strong commitment to their own professional development.





## EQUAL OPPORTUNITIES

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It is the policy of Hampton Pre-Prep & Prep School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

## SAFEGUARDING

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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**





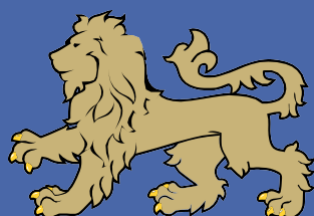
## HOW TO APPLY

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- To apply please follow the link below <https://hamptonprep.org.uk/contact-us/vacancies/>
- Select the vacancy and click 'Apply Here'
- Applicants will be taken to our online HR Portal to register and complete an online Application Form.
- Applications will only be accepted from candidates who complete the School's Application Form in full including the 'Personal Statement'. CVs will not be accepted in place of a completed application form.



Contact HR at [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or on 020 8979 5526 if you have any questions.



**HAMPTON**  
PRE-PREP & PREP SCHOOL

**Closing date for applications:**

9.00am on 24 June 2024

**Interview date:**

Friday 28 June 2024

For any questions about the role please contact the HR Team on [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or call **020 8979 5526**.

Further details about the post and an application form are available on the School website's vacancies page.

Further details of the School are available on the website.

The School reserves the right to offer the post at any stage in the appointment process.

Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

[www.hamptonprep.org.uk](http://www.hamptonprep.org.uk)