



CHESHAM PREPARATORY SCHOOL

Job Description

Girls' Games Teacher (Part Time)

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| Responsible to: | Headteacher, Deputy Head, Director of Sport, Head of Girls' Games |
| Working hours: | Part time: Tuesday to Friday, 1.00pm – 5.00pm |
| Contract type: | Permanent |

About the Role

At Chesham Prep, sport is far more than competition, it is central to the confidence, character, and wellbeing of every child. Our Games teachers play a vital role in bringing energy, expertise, and genuine care to the pitch and courts, inspiring pupils to love being active, develop real skills, and learn to work together. This is a hands-on afternoon role working within a committed and enthusiastic Games department.

Teaching & Coaching

You will plan and deliver high-quality Games sessions that inspire and challenge every pupil. In this role you will:

- Plan and deliver stimulating, well-structured Games lessons for pupils in Years 3–6, tailored to the needs and abilities of each group
- Teach across a range of sports appropriate to the prep school curriculum, supporting the development of both skills and sportsmanship
- Set clear objectives for each lesson, differentiating appropriately to support all learners and enable each child to achieve their potential
- Work collaboratively with the Director of Sport, Head of Girls' Games, and other Games department colleagues to ensure a coherent and progressive programme
- Keep up to date with developments in physical education, sport, and coaching practice, bringing fresh thinking and enthusiasm to your teaching
- Contribute to the planning and delivery of after-school sports clubs, fixtures, and co-curricular activities as part of your contracted hours

Putting Children First

The heart of this role is the children in your care. You will:

- Build positive, encouraging relationships with pupils that help them feel confident, motivated, and proud of their progress
- Nurture in every child a love of sport, physical activity, and healthy competition

- Observe pupils carefully, noticing how they are developing physically, socially, and emotionally and adapting your approach accordingly
- Promote the values of teamwork, resilience, fair play, and respect in all sporting contexts
- Create an inclusive environment in which every child, regardless of ability, feels welcome, valued, and supported to participate fully
- Help children develop confidence, self-discipline, and a positive attitude towards challenge and effort

Assessment & Reporting

You will be responsible for monitoring and communicating pupils' progress. You will:

- Assess, record, and report on the individual development, progress, and attainment of pupils in accordance with the school's assessment policy
- Write professional and insightful end-of-year reports for pupils taught in Games lessons
- Attend Parents' Evenings to report clearly and warmly to parents about their child's progress, effort, and enjoyment in Games

Supporting the Wider School

You will be an active member of the school community. You will:

- Attend staff meetings, open days, training days, and any other events as reasonably requested
- Participate in meetings relating to academic, pastoral, or administrative matters as agreed with the Headteacher
- Establish effective working relationships with all colleagues, both teaching and non-teaching
- Maintain respectful, warm relationships with parents and carers
- Attend and assist at weekend fixtures and events where requested (approximately two per term)
- Carry out school duties and participate in the extra-curricular programme as reasonably requested
- Maintain confidentiality regarding all pupil, family, and school matters
- Carry out any reasonable duties as directed by the Headteacher, in the best interests of the pupils and the school

Professional Development

We are committed to supporting the growth and development of every member of staff. You will:

- Participate in the school's appraisal and professional development programme
- Attend all INSET days as requested by the Headteacher
- Reflect regularly on your teaching practice and keep your coaching knowledge current
- Engage actively with the school's values, ethos, and mission
- Embrace new approaches and developments in physical education and sport as they emerge

Safeguarding & Pastoral Responsibility

Chesham Prep is committed to safeguarding and promoting the welfare of children. All staff share this responsibility.

- Report any concerns about a child's welfare or safeguarding to the Designated Safeguarding Lead (DSL) without delay

- Maintain good order and support the health, safety, and wellbeing of all pupils, both on school premises and during all off-site and outdoor activities
- Emphasise and ensure the highest standards of safety in all Games and sporting contexts, carrying out risk assessments where appropriate
- Follow all relevant school policies, including those relating to health and safety, behaviour, and data protection
- Take reasonable care for your own safety and that of pupils, colleagues, and visitors; report any hazards or risks to the appropriate person
- Work co-operatively with the Headteacher and Senior Management Team to ensure the school meets its statutory health and safety obligations

Professional Standards

- Behave with professionalism, integrity, and warmth at all times — on the sports field and beyond
- Maintain high standards of appearance, punctuality, and conduct, setting a positive example for every child
- Uphold and actively contribute to the school's ethos, values, and standards
- Adhere to the school's code of professional conduct and all relevant policies
- Treat all members of the school community — children, families, and colleagues — with courtesy and respect

This job description reflects the current requirements of the post. It may be reviewed and updated from time to time in consultation with the post-holder.

March 2026 | This role is a Regulated Activity as defined by the Disclosure and Barring Service