



CHESHAM PREPARATORY SCHOOL

Job Description

Primary Teacher (KS2) — Maths, English & Games

Responsible to:	Headteacher, Deputy Heads, Head of Year, Director of Sport
Working hours:	Full time, including some duties before and after school
Contract type:	Permanent (contract considered)

About the Role

At Chesham Prep, we believe every child deserves to be seen, inspired, and supported to thrive. This is an exciting and varied role with a KS2 focus, combining form-teaching responsibilities in Maths and English with Games coaching in the afternoons. The successful candidate will bring enthusiasm, warmth, and expertise to both the classroom and the sports field, helping our pupils develop academically, physically, and personally.

Teaching — Maths & English (KS2)

As a form teacher with a KS2 focus, you will take responsibility for the Maths and English education of your class. You will:

- Plan and deliver stimulating, well-structured Maths lessons following a mastery approach to Mathematics and a quality text based approach in English lessons, tailored to the educational needs of your pupils and in line with the school's agreed programmes of study
- Set clear learning objectives, differentiating appropriately to support all learners — including those with additional needs or learning difficulties — and to challenge the most able
- Set, mark and provide meaningful feedback on work carried out by pupils in school and at home, maintaining up-to-date knowledge of the national curriculum
- Assess, record and report on the individual development, progress and attainment of pupils in accordance with the school's assessment policy
- Liaise with Heads of Department, the Head of Year, and the Learning Support Department as necessary to ensure every child's needs are met
- Notify the Head of Year of any children experiencing difficulty or requiring additional support
- Communicate with, and where necessary counsel, parents of pupils, having first sought guidance from the Head of Year
- Participate in meetings of an academic, pastoral or administrative nature
- Be responsible for an extra-curricular club on a weekly basis

Teaching & Coaching — Games

Working within our committed Games department, you will plan and deliver high-quality Games sessions that inspire and challenge every pupil. You will:

- Plan and deliver stimulating, well-structured Games lessons for girls 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
- Work collaboratively with the Director of Sport, Head of Boys and Girls' Games, and Games department colleagues to ensure a coherent and progressive programme

- Set clear objectives for each lesson, differentiating appropriately to support all learners and enable each child to achieve their potential
- Keep up to date with developments in physical education, sport, and coaching practice, bringing fresh thinking and enthusiasm to your sessions
- Contribute to after-school sports clubs, fixtures, and co-curricular activities as part of your role
- Attend and assist at weekend fixtures and events where requested (approximately two per term)

Putting Children First

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

- Build warm, trusting relationships with pupils that help them feel confident and safe to learn, both in the classroom and on the sports field
- Nurture in every child a love of learning, sport, physical activity, and healthy competition
- Observe pupils carefully, noticing how they are developing academically, physically, socially, and emotionally, and adapting your approach accordingly
- Promote the values of teamwork, resilience, fair play, and respect in all 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 across both your teaching areas. You will:

- Assess, record and report on the development, progress and attainment of pupils in accordance with the school's agreed assessment policy
- Write professional, insightful end-of-year reports for pupils in your form and Games classes
- Attend Parents' Evenings to report clearly and warmly on each child's academic and sporting progress
- Make records of and report on the personal and social needs of pupils in line with school policy

Supporting the Wider School

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

- Attend assemblies, register pupil attendance when required, and supervise pupils before, during, and after school
- Carry out supervisory duties, both on and off site
- Contribute to the promotion of positive relationships and behaviour within the classroom and across the school
- Communicate openly and professionally with colleagues, sharing observations and ideas to benefit pupils
- Maintain confidentiality regarding all pupil, family, and school matters
- Attend staff meetings, open days, INSET days, and training days as requested by the Headteacher
- Participate in the school activity and extra-curricular programme as reasonably requested
- Carry out any reasonable duties as directed by the Headteacher, in the best interests of the pupils and the school

Professional Development

- Participate in the school's appraisal and professional development programme
- Attend relevant training to develop your skills across both teaching and coaching disciplines

- Review your personal methods of teaching and programmes of work on a regular basis
- Reflect on your own practice and embrace new approaches as they emerge
- Engage actively with the school's values, ethos, and mission

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 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, data protection, and behaviour
- 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 — inside and outside the classroom and on the sports field
- 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*

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