

FULL-TIME TEACHER

MATERNITY COVER

CANDIDATE INFORMATION



**King's
Hawford**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-11



Welcome

Thank you for your interest in the role of Class Teacher at King's Hawford Prep School.

I am so pleased that you have expressed an interest in the Class Teacher role at King's Hawford. I have the enormous privilege of being the Headmaster at King's Hawford and can testify to the warmth of welcome you will receive.

This is a busy, fulfilling and joyful community of which to be a part. Our staff are creative in their approach and encourage every child to embrace academic challenge, or perform outside of their comfort zone by dancing, singing and performing. Learning a new language or a musical instrument and exploring the great outdoors are simply woven into the fabric of every day here. Sport plays an enormous part in school life at King's Hawford and

many staff make a contribution to the physically active life of the school.

Small classes and dedicated teaching staff encourage our children to reach their academic potential, but this is just one aspect of the provision at King's Hawford. Teaching and learning are structured to encourage all children to build skills such as collaboration, resilience and independent thinking, which will enable them to achieve success in the future; furthermore, our co-curricular approach builds character.

We are looking for an engaging and inspirational class teacher to provide maternity cover, from

January 2026. This post would suit someone who has great energy and enthusiasm, is a positive team player and is keen to become involved in the wider life of a very exciting school.

We look forward to hearing from you.

Tom Butt
Head
King's Hawford Prep School

Job description

Every pupil at King's Hawford has access to unparalleled facilities and inspiring members of staff. As ever though, it is the pupils themselves who make the School what it is. Children at King's Hawford are defined by their strength of character. They put their hands up, they have a go and they are confident to do so, whilst looking after each other should things not go to plan. Our commitment to learning outside the classroom and environmental sustainability are at the heart of all we do, and this fosters a great sense of responsibility towards nature in every child.

This is a full-time, fixed term, maternity cover position, commencing January 2026. The successful candidate will take responsibility for a Year 6 class teaching a full timetable of lessons, including Maths and English.

As a teacher, the following will constitute your duties and responsibilities:

Academic

- Plan and prepare lessons appropriate to the educational needs of the children.
- Teach classes as assigned by the Head.
- Conduct assessments, mark and record pupil progress in line with school policy.
- Regularly and proactively report pupil progress to parents.

- Work as part of a year group teaching team, and foster effective working relationships with year group partners.
- Oversee the work undertaken by teaching assistants and volunteers.
- Cover for absent colleagues as requested.
- Attend and participate in staff meetings and briefings.

Co-curricular

- Undertake all duties as are reasonably assigned by the School. As a minimum starting point, this would be two full duties and two co-curricular clubs per week.
- Assist with the School's co-curricular programme (this is an essential aspect of the post, as all staff are expected to offer activities) – including any reasonable request by the Head to support the wider life of the school.
- Take an active part in the planning and delivery of a wide range of educational trips and visits that enrich the co-curriculum at King's Hawford.

Pastoral care

- Act as the first point of contact for the children in your form.

- Provide an equal balance of challenge and nurture to those children in your care.
- Communicate and consult with parents, with transparency, tact and honesty.
- Meet with parents to discuss pupil welfare and progress.
- Flag any pastoral issues to the wider staff body and skilfully maintain a high degree of discretion.
- Actively promote and safeguard the welfare of all pupils, reporting any concerns in a timely manner.

Professional Development

- Attend CPD opportunities as organised by the School.
- Participate in any arrangements for the appraisal of your performance and that of other teachers.
- Look for the “gaps in the hedge” where you may be able to develop professionally and think creatively about how this may be done.

All staff are expected to participate fully in the recruitment of new pupils, facilitating open events, taster days, tours and visits, as needed.

There remains an expectation to participate in administrative and organisational tasks related to any of the duties outlined above.

Person Specification

It is expected that a Class Teacher will demonstrate a range of qualities, skills and experience, as outlined below.

EXPERIENCE, SKILLS AND QUALITIES REQUIRED

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| Proven experience of working successfully with children across the primary age. |
| A deep understanding of the value of breadth in a child's education. |
| A strong commitment to co-educational schooling. |
| Confident in the use of ICT when teaching. |
| Proactively demonstrate a thorough understanding of, and commitment to, a teacher's role in safeguarding children. |
| Excellent written and verbal communication. |
| A superb role model to both children and colleagues. |
| Consistently pushing the boundaries of creative and imaginative lesson delivery to engage and inspire children. |
| Hard-working, with drive and determination – dedicated and humble as part of a team, with a high degree of self-awareness. |
| Display honesty, integrity and compassion. |
| Ability to act sensitively and co-operatively with others. |
| Ability to work independently and to take the initiative when needed, as well as an understanding of the benefits of teamwork. |
| Willing and able to go the extra mile to build relationships with children, parents and staff. |
| Ambitious for the children that you teach, setting and planning learning with high expectations for excellent outcomes. |
| Committed to maintaining a positive attitude, with a sense of fun in all they do. |
| Personally interested in a wide range of arts, sports and other co-curricular activity. |
| Committed to supporting the King's Foundation's mission, vision and values. |

QUALIFICATIONS REQUIRED

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| A good honours degree qualification. |
| Qualified Teacher Status. |
| Evidence of continuing professional development. |
| A willingness to be trained in Emergency First Aid at Work (if not already). |
| A willingness to drive a school minibus (DI licence is not essential). |



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education*)

Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

How to apply

Candidates can choose to complete either the TES online application form which can be found by searching for the role at: www.tes.com/jobs or complete the application form that can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and which should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Application deadline: 9am Monday 29th September 2025

It is anticipated that interviews will be held w/c 6th October

Start date: January 2026

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.



