



## Saint Felix School

SOUTHWOLD

### Key Stage Two Teacher (0.6 Part-Time)

#### **About Saint Felix Preparatory Department**

Saint Felix Prep is a thriving and nurturing school community where children are encouraged to develop curiosity, independence, resilience, and kindness. Set within the unique coastal environment of Southwold, the Prep School provides a broad and enriching education which balances academic ambition with creativity, outdoor learning, sport and strong pastoral care.

We are committed to ensuring every child is known, valued and supported to achieve their full potential within a happy, inclusive and inspiring environment.

#### **School Mission Statement**

Saint Felix School seeks to inspire every pupil to thrive academically, socially and personally through a broad and balanced education rooted in our school values: Creativity, Honesty, Kindness, Passion and Respect.

#### **School Aims**

The School aims to:

- Provide an excellent and engaging education for every child.
- Foster intellectual curiosity and a love of learning.
- Encourage confidence, resilience and independence.
- Promote kindness, respect and inclusion within the school community.
- Nurture creativity, leadership and teamwork.
- Provide a rich co-curricular programme which develops the whole child and supports their passions and aspirations.
- Safeguard and promote the welfare and wellbeing of all pupils.

## **The Role**

We are seeking to appoint an enthusiastic, creative and committed Key Stage Two Teacher to join our Prep School team on a 0.6 part-time basis from September 2026.

The successful candidate will be an excellent classroom practitioner with the ability to inspire and motivate children through engaging and creative teaching. They will contribute positively to the wider life of the School and demonstrate a commitment to high standards of teaching, learning and pastoral care.

Candidates are encouraged to offer areas of particular interest or expertise within the broader curriculum and co-curricular programme. This may include an academic subject or another aspect of school life such as:

- Games coaching and sport
- Outdoor education
- ICT and digital learning
- Art and design
- Design Technology
- Music or drama
- Forest School or environmental education
- Clubs, activities and educational visits

The role offers an exciting opportunity to contribute to a warm, ambitious and forward-thinking Prep School community.

## **Overall Purpose**

To deliver high-quality teaching which is engaging, inspiring and appropriately challenging, enabling pupils to make excellent academic and personal progress.

To contribute positively to the wider life of Saint Felix Prep through pastoral care, co-curricular involvement and collaboration with colleagues.

To safeguard and promote the welfare of children at all times.

## Reporting To

- Head of Preparatory Department

## Terms

- Part-time, 0.6 FTE
- Required from 1<sup>st</sup> September 2026
- Working pattern to be agreed

## Specific Responsibilities

The successful candidate will:

- Assume responsibility as Form/Class Teacher and/or Subject Teacher as required.
- Teach within the School timetable and deliver lessons of a high standard.
- Provide a curriculum which meets the needs of all children within the class.
- Differentiate teaching and learning appropriately to support pupils of differing abilities and needs.
- Liaise effectively with the SENDCo, Key Stage Coordinators and relevant support specialists to support pupil progress.
- Be responsible, together with year group or subject specialist colleagues, for effective daily, weekly and termly planning.
- Monitor and evaluate the progress of each child through appropriate assessment.
- Maintain accurate, relevant and up-to-date records of pupil progress.
- Provide written reports for parents at regular intervals as directed by the Head of Prep.
- Liaise regularly with parents to ensure they are well informed regarding their child's progress and wellbeing.
- Organise and maintain classroom resources to enhance the learning experience.
- Ensure that the classroom environment is stimulating and inspiring, including the regular display of pupils' work.
- Use technology effectively to enhance teaching, learning, assessment and communication.
- Support curriculum development and implement curriculum change in line with whole school policy.
- Organise the effective deployment of support staff within the classroom environment.
- Work collaboratively with colleagues on matters relating to the effective management and administration of the School.
- Promote pupils' wellbeing, confidence and personal development through strong pastoral care and positive relationships.

- Uphold high standards of behaviour, courtesy and mutual respect in accordance with the School's values.
- Support and promote equality, diversity and inclusion within all aspects of school life.
- Participate in duties including playground duty, lunch duty, after-school duty, wet weather supervision and lesson cover as directed.
- Attend Parent Consultation Meetings, Twilight Staff Meetings and other meetings as directed by the Head of Prep.
- Inform the Head of Prep, Deputy Head of Prep or DSL of any serious incident or concern requiring urgent attention.
- Support the spiritual life of the School, including assemblies and chapel services where appropriate.
- Participate fully in the School's co-curricular programme, including clubs, activities, games, educational visits and residential trips.
- Participate in the School's Professional Development Review (PDR) process and attend INSET and training provided by the School.
- Attend annual School events including Open Mornings, Transition Events and Parents' Day.
- Undertake such additional duties as may reasonably be required by the School.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy 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, they must report any concerns immediately to one of the School's Designated Safeguarding Leads.

The Designated Safeguarding Lead is the Assistant Head (DSL and Pastoral), Alicia Mann.

For EYFS, Key Stage One and Key Stage Two, safeguarding concerns may also be reported to the Head of Prep (ADSL), or to the Head.

## Person Specification

### Essential - The successful candidate will:

- Hold Qualified Teacher Status (QTS).
- Have knowledge and understanding of safeguarding policy and practice.
- Have experience of effective teaching within Key Stage Two.
- Demonstrate the ability to differentiate teaching and learning effectively.
- Have knowledge of age-appropriate assessment and curriculum expectations.
- Be a flexible and adaptable team player who works effectively with colleagues.
- Be an excellent communicator, both verbally and in writing.
- Build strong relationships with pupils, parents and colleagues.
- Demonstrate excellent behaviour management skills.
- Have an inspirational and creative approach to teaching and learning.
- Demonstrate the ability to make learning engaging and motivating for children.
- Have sound ICT knowledge and the ability to use technology effectively to support learning.
- Demonstrate a commitment to inclusion, equality and pupil wellbeing.
- Be organised and able to manage workload effectively.
- Demonstrate a willingness to contribute to the wider life of the School.
- Be willing to contribute to additional curriculum areas and co-curricular activities.

### Desirable

- Experience within the independent sector.
- Experience teaching mixed ability classes within Key Stage Two.
- A particular strength or interest in Games, Outdoor Education, ICT, Art, Design Technology, Music or another specialist area.
- Experience leading clubs, trips or residential visits.
- Paediatric First Aid qualification (training can be provided).
- Knowledge of Microsoft Teams, Outlook, Word, Excel and PowerPoint.

### Safer Recruitment

Saint Felix School 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 (DBS).