



HENLEY - ON - THAMES



Year 4 - Class Teacher - Mat Cover

Candidate Pack

The Opportunity

We are seeking to appoint a talented and enthusiastic teacher as part of our teaching team, in our Year 4 Class for maternity cover.

The successful candidate will have recent classroom experience, be an excellent practitioner and hold a degree level qualification and QTS. The candidate should provide high quality learning experiences for pupils, appropriate to their age and stage of development, ensuring excellent academic progress, and be responsible for pupils' care, wellbeing and happiness in line with the school vision, ethos and aims.

Reporting to: Deputy Head Academic

Rupert House

Rupert House is a happy and high-achieving independent Pre-Prep and Prep School for boys and girls aged 3-11 years. We stand proudly at the heart of the beautiful riverside town of Henley-on-Thames. From the moment that children enter our care they are encouraged to adopt a Growth Mindset learning the values of creativity, respect, courage and resilience that will enable them to stand tall in the world.

Wishford Education

In March 2024, Rupert House joined Wishford Education, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire, Oxfordshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information about Wishford, go to wishford.co.uk

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Hours, Salary and Benefits

Hours: Part time, 2 days a week, Thursdays and Fridays, maternity role.

This role commences September 2025 and is expected to end July 2026

Salary: Dependent on relevant skills and experience

Benefits:

- 15% employer pension
- Cycle to work scheme and discounted shopping benefits
- Means tested staff discount
- Complementary lunches
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Personal accident at work cover

Application & Important Info

Application deadline is 12pm Monday 19th May 2025. We reserve the right to close applications early due to high application numbers, so early application is encouraged.

The role will commence 1st September 25.

When applying to the role, please apply via our school's vacancy page - [link here](#)

Please note, we are only accepting internal applications for this role at this time.

Completed forms are to be returned to office@ruperthouse.co.uk

Please get in contact if you need assistance completing an application form, or require an adjustment for the application or interview process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Job Description

- Work as a team with the other KS2 staff, planning together with the parallel teacher to provide the best possible education for all the children in that year group
- To be part of a team of Prep School teachers and take an active part in working with all the children in the school
- To assist all children to develop a love of learning and an excitement about coming to school each day
- To share the responsibility for the day-to-day running of a Year 4 class
- Attend all Prep School meetings, whole school staff meetings, and staff INSET (2 days before the beginning of each term and 1 day after the end of the Summer term)
- To promote high quality teaching and learning of the National Curriculum/ Common Entrance
- To ensure that the classroom is a stimulating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom
- To write academic reports and monitor and evaluate pupils' learning, liaising closely with the heads of academic departments and the Deputy Head Academic
- To encourage children through assessment to achieve their goals and make good progress
- To ensure that planning, schemes of work and relevant policies are up to date
- Monitor and maintain the resources within the Year group
- Keep up to date with developments within Key Stage 2 and share information with colleagues
- To undertake supervisory duties
- To provide cover for absent colleagues as needed
- To run an assigned club
- To help with musical/dramatic productions that involving the Year group
- Attend relevant CPD courses to enhance teaching effectiveness and qualifications
- To support and contribute strongly to the corporate life of the school
- To comply with health and safety requirements
- To play a full part in the extra-curricular and sporting life of the school

Professional Qualifications

- Graduate level degree
- QTS is desirable, although not necessary
- Evidence of continued professional development

Personal Specification

- Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them
- Ability to work calmly under pressure and be positive with colleagues and children
- Cheerful disposition with a good sense of humour
- Resilient, able to show initiative, and meet deadlines
- Smart appearance and a good understanding of the demands of Prep School parents
- An excellent classroom practitioner with a passion for the subject and teaching
- Charisma, energy and enthusiasm
- Optimism, can-do attitude and desire for continuous improvement
- Thoroughness and commitment to supporting pupils
- Honesty, humility, courage, respect and integrity
- Ability to communicate effectively orally and in writing
- High level of organisational and planning skills
- Work effectively as part of a team, relating well to colleagues, and be willing to contribute to the overall work of the Prep School
- Able to use own initiative and motivate others
- Ability to demonstrate good ICT skills.

Responsibilities

Planning and Learning:

- Create a high quality, rich, stimulating and enabling learning environment containing resources that will capture pupils' attention and lead to independent exploration.
- Make effective use of assessment information about pupils' attainment and progress when teaching and when planning future learning.
- Plan opportunities to develop pupils' spiritual, moral, social and cultural development.
- Plan rich and stimulating learning activities that achieve good progression in pupils' understanding by:
 - identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
 - setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
 - setting clear targets for pupils' learning that build on prior attainment, identifying pupils who have special educational needs or are high attainers.
 - ensure that tasks are appropriately differentiated so that the learning is well pitched, and all pupils are challenged at their current level of understanding.



Responsibilities Continued

Teaching and Classroom Management:

- Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils' learning time is used efficiently.
- Establish and maintain a purposeful learning atmosphere.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Establish a safe, clean and secure learning environment, which promotes pupils' confidence.
- To understand the importance of and make use of the "outdoor classroom" and to engage pupils.
- Use teaching methods which capture pupils' interest and maintain their engagement through: offering rich, captivating learning activities
- Setting the highest expectations for all pupils clearly establishing a purpose for learning, placing it within a context stimulating intellectual curiosity and communicating
- Enthusiasm for learning modelling language and social skills use to children
- Listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
- Selecting and making good use of ICT and other learning resources which enable learning objectives to be met.
- Providing opportunities to develop pupils' wider understanding by relating their learning to 'real life'.
- Monitoring, assessment, recording, reporting and accountability:
- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
- Maintain good organisation and accurate assessments in pupil profiles so that they offer a clear record of pupils' progress.
- Be familiar with the RHS assessment and reporting requirements and know how to prepare and present informative reports to parents.
- Keep up to date profiles for all pupils in class.

Pastoral:

- Provide effective pastoral care, meeting individual physical and emotional needs.
- Promote and safeguard the welfare of pupils, liaising with the Head of Pre-Prep and the Designated Safeguarding Lead.
- Understand and implement all welfare and safeguarding policies, such as health and safety, Safeguarding, safety on educational visits and attendance.
- Encourage independence in the pupils.

Management and administration:

- Participate in administrative and organisational tasks related to the responsibilities described above.
- Plan for the effective deployment of the teaching assistant, ensuring that their main role is support for the children.
- Provide cover for other teachers as appropriate.
- Contribute to the induction of new and probationary teachers as appropriate.
- Participate, as required, in tasks relating to the curriculum, organisation and pastoral functions of the school.
- Participate in any arrangements made by the school for performance management and continuing professional development.
- Foster close relationships with parents and assist them to support their child's learning at home. Present a positive image of the school to the wider community.

General:

- Attend weekly staff meetings at times organised by the SMT.
- Share in the rota of break and lunchtime supervision duties.
- Share in the covering for colleagues on short-term absence.
- Contribute to the provision of extra-curricular activities.
- Contribute to the marketing of the school through attending periodic school open days.
- Undertake any other reasonable requests of the Head.
- Be a positive and inspirational role model and support the school's guidance on Professional Conduct and Behaviour, helping to establish a culture of cooperative working based on integrity and respect for all people.
- To attend induction training (if at the beginning of the school year this will be in addition to INSET days).
- Attend INSET days (2 days before the beginning of each term and 1 day after the end of the Summer term).

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing needs of the School, always in consultation with the post holder.