



## Teacher – Maternity Cover

We are looking for an energetic teacher to cover a Year 5 Form Tutor role for a minimum of two terms. The position will also include Maths specialist teaching to pupils in Years 5 and 8 and Games (in particular netball).

Reporting to	The Head, via the Head of Year 5
Type of position	Full time, fixed term for a minimum of two terms
Salary	Competitive + benefits. Based on qualifications and experience; National Teacher Pay Scales.
Hours	The working school day is 8.00 a.m. until 4.30 p.m. (including half hour unpaid break), with additional requirements to attend staff meetings, parents' evenings, and to fulfil some after-school duties or activities.
Start date	January 2026

## The School

Based on an historic foundation of musical excellence, King's College School is a dynamic and inclusive academic environment. We are a caring family-based community in which all children are respected and valued. We prepare them, as individuals, to be confident in a future with exceptional possibilities.

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have approximately 40 boy and girl boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

King's is a vibrant and exciting place to teach. Outside the classroom there are many activities and teaching staff are expected to take an interest in all aspects of School life. All members of staff contribute to extra-curricular activities outside lesson time. Teaching staff are also expected to play a full part in general School duties.

## The Role

### Teaching

- To inspire learning in children through excellent pedagogy and creativity.
- To use the schemes of work provided to plan lessons that meet pupils' specific needs, including the entrance requirements of their preferred senior school(s).
- To deliver differentiated lessons with clear learning objectives and intended outcomes.
- To liaise with other staff within your department.
- To incorporate ICT into lessons, planning and presentations.
- To use all reasonable time to provide the necessary education for the pupils, by good time keeping and making forward plans for all subjects.
- To maintain an orderly learning environment with a good level of discipline, encouraging politeness and good manners at all times.
- To provide a rich, welcoming and cheerful environment for pupils.
- To set and mark work, including homework, in accordance with the School's Feedback and Marking Policy and homework timetables.
- To assess, record and report on the development, progress and attainment of pupils.
- To liaise with the Learning Hub, and the Form Tutor, if a child is thought to have a specific learning need.
- To maintain a high standard of personal conduct and appearance.

### Form Tutor

Form tutors are required to:

- Register pupils according to the *Missing Children and Attendance Policy* and monitor attendance.
- Look after the pastoral and academic needs of each tutee and keep a record of both, updating iSAMS pupil profiles termly (minimum).
- Be the "go-to" contact for each child (and parent) in your class.
- Ensure reports are completed, proof reading subject reports and writing form tutor reports in line with the Staff Calendar.
- Attend scheduled year group and departmental meetings, carrying out allocated actions.
- Support the extra-curricular activities of the year group by attending concerts, matches, and performances, and also be supportive of the work of the Chapel choristers.

### Pupils

- To take responsibility for the care, well-being and education of all pupils.
- To know, demonstrate and promote the King's ethos.

- To promote the general progress and well-being of all pupils.
- To provide guidance and advice to pupils on educational and social matters.
- To be sensitive to social relationships between children.
- To be responsible for the pastoral care of each child within the class.
- To be familiar with the requirements of the Children Act 1989 and all relevant School documents.

## Parents

- To maintain and support effective liaison between the School and parents with regard to each child's progress.
- To be available to discuss the academic, social and physical development of the child with his/her parents.
- To attend Parents' Meetings as required.
- To encourage parental involvement and co-operation in the education of each child.
- To prepare written reports termly, following the agreed format.

## Assessments and Reports

- To monitor and assess children's progress by keeping up to date records in line with School and national curriculum requirements.
- To discuss and record children's personal targets on a termly basis.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in meetings arranged for any of the purposes described above.

## Educational Methods

- To keep up-to-date with new teaching ideas and methods, sharing information and working co-operatively with colleagues.
- To review own methods of teaching and programmes of work through courses and curriculum meetings held throughout each term at the end of the School day.

## Appraisal

- To participate in the School's appraisal procedure.
- To participate in arrangements for further training and professional development as a teacher.

## Staff

- To participate in meetings at the School.
- To participate in INSET Days at the beginning of each term, or as otherwise arranged.

- To liaise with staff, ensuring the flow of information regarding education and pastoral matters.

### Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To communicate to the School Bursar anything regarding general welfare and safety of the pupils in and around the classroom.
- To be familiar with the School's fire safety procedures and to participate in fire drills.
- To be familiar with the relevant School policies, as well as KCSIE, and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

### Duties

- To play a full part in the rota of duties.
- To work with colleagues to ensure duties are covered in times of absence etc.
- To offer extra-curricular activities each term outside the timetable as required.
- To attend whole School events when required, such as plays, concerts, prize giving, and to offer help when needed.
- To play an active role in all aspects of School life.

### Management and Administration

- To take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- If assigned Form Tutor responsibilities, to promptly register the attendance of pupils twice a day.
- To attend assemblies.
- Teaching staff at King's are required to have a full understanding of all aspects of the School's provision, and to show support of children and colleagues throughout the School.

## Person specification

The person appointed will have the necessary experience and qualifications.

### Essential

- Qualified Teacher Status or equivalent
- Proven ability to teach children of all ages
- A breadth of experience of classroom teaching with the ability to deliver excellent lessons
- Approachable, committed, enthusiastic, motivated, calm, well-organised
- Knowledge of a variety of effective teaching and learning techniques
- Outstanding written and verbal communication skills
- Excellent organisational skills in planning and delivery of a bespoke and very creative curriculum
- A high level of ICT competence
- Open and responsive to new ideas
- Willing to work as part of a team
- Willing to play an active part in the School community
- An understanding of, and acceptance and commitment to, the principles underlying equal opportunities

### Benefits

The successful candidate will receive a highly competitive salary according to skills and experience and based on Teacher pay scales. The following benefits also apply:

- Lunch provided when on duty during term time
- Generous holiday entitlement
- Pension scheme
- Staff health scheme
- Cycle to Work scheme
- Use of bookable School sports' facilities

### Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;

- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

## Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness

The Employee is entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from School Bursar.

## Terms and conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and right to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

## How to apply

Candidates should return the following documents by 9am on Monday 29<sup>th</sup> September:

- Application form together with a handwritten cover letter;
- Document detailing your reasons for applying and suitability for the role;
- Reference consent form;
- Equality and Diversity monitoring form (optional).

Please submit your application to: Mrs Yvette Day, Head and Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: [jobs@kcs.cambs.sch.uk](mailto:jobs@kcs.cambs.sch.uk).

First round interviews are likely to be held in the week commencing 6<sup>th</sup> October.

*September 2025*