



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

KS2 Prep School Teacher (Maternity Cover)

Monday to Thursday

1st January 2027 to 31st August 2027



Closing Date for Applications: Midday, Friday 30th October 2026

Interviews to take place: Week commencing 16th November 2026

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

Telephone: 01920824335 Email: hr@stedmundscollege.org

www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual

Leading
Independent
Schools

HMC



ST EDMUND'S COLLEGE & PREP SCHOOL

Steven Cartwright
Head of St Edmund's Prep

Dear Colleague,
Thank you for expressing an interest in our vacancy.

Love, care, nurture and the early development of each and every child is an area of prime importance. At St Edmund's, we are committed to realising the God given potential of every child in mind, body and spirit and you would be joining a dynamic and devoted team of teachers, committed to excellence in every area.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. We are a forward-thinking, imaginative and lively school. Selection of our pupils is based on character and all-round potential as well as academic prowess. Children benefit from specialist teaching in a number of areas including Forest School, swimming, dance, languages and music as well as being advantaged by high teacher to student ratios.

If you would like to discuss the post informally at any stage, please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

With all best wishes,

Yours faithfully,



Steven Cartwright,
Head of St Edmund's Prep



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thyself".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

Following an inspection by the Independent Schools Inspectorate (ISI) in November 2023, we are proud to have received highly positive feedback on all aspects of our education.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



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Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



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Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale.



A Career at St Edmund's College	
KS2 Prep School Teacher	
Job Description	
Reporting to:	Prep School Headmaster
Summary of the Role	Teach allocated pupils by planning their teaching to achieve progression of learning. Being the principle coordinator for academic and pastoral development of children in their Form Group.
Main duties and responsibilities:	Teach allocated pupils by planning their teaching to achieve progression of learning through: - Identifying clear teaching objectives and specifying how they will be taught and assessed. - Setting tasks which challenge pupils and ensure high levels of interest. - Setting appropriate and demanding expectations. - Setting clear targets, building on prior attainment. - Identifying SEN or very able pupils and supporting their needs. - Providing clear structures for lessons maintaining pace, motivation and challenge; independent learning, good questioning. - Making effective use of assessment and ensure coverage of programmes of study. - Ensuring effective teaching and best use of available time. - Monitoring and intervening to ensure sound learning and discipline. - Using a variety of teaching methods to: i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions. iii. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources. iv. To understand the Programme for Learning with the Independent Curriculum. - Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught. - Evaluate their own teaching critically to improve effectiveness; - Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. - Embrace the High-Performance Learning (HPL) philosophy and framework and apply it to all aspects of college life.
Safeguarding Responsibilities:	The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity.

	Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	- Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. - Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



A Career at St Edmund's College

KS2 Prep School Teacher

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications			Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience			Contents of the application form Interview Professional references
Skills	- Understand the importance of safeguarding children's welfare and that every child matters. - Have a commitment to equal opportunities. - Work as a member of a teaching team and liaise with and co-operate with the teaching and non-teaching staff of the school. - Co-ordinate the provision of a balanced and appropriate curriculum for the children in his/her care and to teach a full timetable that follows the requirements of the National Curriculum and school policies.	Ability to work on own initiative and develop a subject area.	Contents of the application form Interview Professional references

	• Maintain a happy, well-organised and stimulating working environment. Planning and preparing lessons; teach, set and mark work; assess, record and report on the development and attainment of pupils to a reasonable and acceptable standard. • Contribute to the development and co-ordination of a specialist subject within the school. (NQTs are not required to do this in their first year of teaching). • Promote a high standard of pastoral care and discipline for pupils, making adequate records of and reports on the personal, social, educational needs of pupils. • Communicate and consult with parents of pupils. Communicate and liaise with other teachers to ensure continuity and progression of pupils. Participate fully in projects to promote the school and the work of the pupils: open mornings, parent evening consultations, concerts, plays, PTA events, weekly staff meetings, etc. • Be involved in two activities per week. • Contribute to the sports coaching where needed. • Undertake additional duties of an appropriate level and nature as and when requested by the Head.		
Knowledge			Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours	• motivation to work with children and young people. • ability to form and maintain appropriate relationships and personal boundaries with children and young people. • emotional resilience in working with challenging behaviours. • positive attitude to use of authority and maintaining discipline.	• Produce, maintain and share high-quality learning materials and resources, which are aligned with the HPL philosophy and framework.	Contents of the application form Interview Professional references
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