

Appointment of Key Stage 2 Class Teacher
from September 2025



St Olave's Prep School

BRINGING OUT THE BEST

An introduction to St Olave's Prep School



St Olave's Prep School is a diverse, friendly and very successful co-ed day school. It benefits from a superb reputation in the area for providing an excellent education across the curriculum and nurturing all pupils so that they achieve outstanding success in a wide range of areas. Parents also value the friendly, family nature of the school and the very high quality of teaching. The school was founded in 1932 and became a charitable trust in 1970. The premises have been extensively expanded and modernised to meet demand for places.

St Olave's is a mixed ability school with approximately 220 children aged 3 to 11 years. There is one Nursery class expanding to two forms per Year group from Reception to Year 6. Early Years entry is non-selective, while older children joining the school are assessed for general suitability.

Pupils leaving the school at 11 years usually gain places in a school of their choice, some with scholarships. The schools that the pupils progress on to are independent senior schools in the South East London area and Kent as well as maintained grammar and secondary schools.

The dedicated and highly motivated Trustees, Senior Leadership Team and staff provide a superb environment in which every child can flourish and develop his or her talents to their full potential. The school offers a broad curriculum where pupils achieve academic success while exploring their talents and interests in the creative arts, music and drama.

Our Mission Statement



A St Olave's Prep School education prepares every child to progress to the next stage of their education with self-confidence, technical abilities, knowledge and ideals, so that they can take full advantage of every opportunity that comes their way.

To achieve our aims we

- have high expectations of all children and challenge individual abilities
- encourage and foster a love of learning in a stimulating and caring environment
- prepare children for their future learning
- develop the whole child's academic, pastoral and emotional well-being
- prepare children to become responsible citizens for the 21st century, playing an active role in the community
- provide a happy, safe environment where a child feels confident to talk to staff
- uphold a Christian ethos whilst encouraging respect for all other religions and beliefs
- provide quality first teaching
- provide effective home-school partnership
- cater for individual needs

Our School ethos and culture



- The culture of the school is inspirational and aspirational. Whatever the level of achievement of children when they arrive, they will be supported, challenged and inspired to achieve their best. This is achieved through excellent individual knowledge of every child and by an unrelenting focus upon high expectations and expert teaching.
- We cherish the diversity of our school community. We are a school where children from a rich variety of backgrounds mix readily and easily. We are open minded and have an international outlook, in light of the global opportunities that we are preparing children for.
- Our children make exceptional academic and personal progress. This is made possible by an individual, personal approach to the academic development of each child which is characteristic of our inclusive and warm community. This is a school with a 'family' atmosphere where students mix readily between age groups and great emphasis is placed upon service to others within and outside our community.
- Our emphasis on learning outside the classroom, to support learning inside the classroom is very important to us - we genuinely believe in a creative and balanced education, hence the value we place upon a rich and diverse co-curricular and enrichment programme.
- We provide an innovative education, bringing technology into the classroom to equip children with the skills they need for a life and career in a tech-driven future.

Leadership, Management and Governance



The Head of St Olave's Prep is Miss Claire Holloway, who was appointed in 2017.

The Senior Leadership Team includes:

- Headteacher
- Deputy Head (Academic)
- Assistant Head (Pastoral & Inclusion)
- Head of EYFS
- Bursar and Clerk to the Trustees

The Board of Trustees is headed by the Chairman (Peter Houillon) and consists of up to nine Trustees.

Facilities and Local Area



Our specialist sports facilities can be found 10 minutes from the school, in New Eltham. Every week, groups of children walk to the courts and pitches for their games afternoons.

We are situated in the London Borough of Greenwich on the borders with the London Boroughs of Bexley and Bromley. The catchment area is solid, containing London commuter families as well as parents working locally. Central London is 25 minutes away by train and the school is just off the A20 and about seven miles inside the M25. Our nearest train station is New Eltham.

About our school



The school nurtures children in their most formative years, introducing children of three to the social aspects of mixing with other children and the beginnings of reading, writing and mathematics. By the time they leave the school to transfer to secondary schools, the foundations have been laid for independent study, an understanding of the world of today and their role within it and the ability to problem solve. The St Olave's pupil has an enquiring mind and a motivation to succeed within the context of caring for and respecting others.

Although the school is always full of activity, the atmosphere is calm, caring and conducive to learning, with a respectful rapport between pupils and staff. Teaching combines traditional methods with the use of new technology and is conducted at a pace that maintains the interest and motivation of each pupil. From the start each one is stimulated and encouraged to explore a range of activities, which help to develop confidence and skill. Clubs are varied and led by the children's interests and staff enthusiastically involve their pupils in many supervised activities at lunchtime and after school.

Pastoral care is given high priority and pupils are looked after and supported by staff in all aspects of school life. There is always time to listen, time to talk, and time to help. Parents are encouraged to take an active part in their child's learning.

JOB DESCRIPTION – Key Stage 2 Class Teacher

Duties

The post of Key Stage 2 Class Teacher at St Olave's Prep is a rare opportunity to work as part of a highly motivated and skilled team of staff who work extremely hard to ensure that our pupils are at the heart of everything that they do.

Main duties: The role is outlined below.

Whole School Aims

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well equipped to play an active role in society.

Here at St Olave's we also aim:

- To create an atmosphere of happiness and warmth in which children are motivated to work and play to the best of their abilities.
- To offer a broad, balanced curriculum, based upon the National Curriculum.
- To generate – both inside and outside the classroom – a sense of vitality, energy, colour, and a conviction that learning is fun.
- To see lunchtime and after-school extra-curricular activities as essential to the life of the school.
- To maintain close links with parents.

Main duties:

- To be responsible to the Headteacher for the organisation, management and delivery of appropriate teaching.
- To have knowledge of and keep up to date with current pedagogy, particularly in respect to the National Curriculum and selective secondary school examination requirements.
- To plan, prepare and deliver lesson activities for pupils according to the school's curriculum policy, which ensures progression, pace and challenge, and which makes appropriate educational provision for all pupils.
- To maintain a positive and inspiring working environment for effective learning, developing positive relationships, including resources and the children's work.
- To assess and monitor systematically the progress of each pupil within your class. However, pupils at St Olave's do not sit the SAT exams.
- To mark, record and monitor work, provide constructive feedback and setting meaningful targets for future progress.

- To provide reports of attainment on individual pupils to the Headteacher, leadership team and parents as necessary.
- To be familiar with the policy for identification, assessment and support of children with Special Educational Needs and Disabilities.
- To actively promote and monitor the Safeguarding of every child.
- Act as an excellent role model to the children in all actions and behaviour.
- To provide or contribute to reports on the personal and social needs of pupils, as required.
- To make effective and meaningful use of ICT to promote teaching and learning.
- To ensure that other adults involved with the children, such as learning support, teaching assistants, music and games staff, are communicated with effectively.
- To contribute to the development of the curriculum, to work closely with colleagues to undertake medium and short-term planning and implement agreed Schemes of Work.
- To set high expectations of behaviour, establishing and maintaining good discipline and control of pupils in accordance with school policy.
- To establish a safe environment where respect and positive relationships flourish.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Contribute to the positive promotion and marketing of the school in the local and wider community.

General

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as are required, including all staff meetings, INSET sessions, and other such meetings as may be necessary for the discharge of teaching, pastoral or other duties.
- To act in accordance with the Staff Handbook.
- To undertake supervisory duties in accordance with the staff duty rota.
- To comply with procedures for registration of pupils as set out by DfE regulations and school policy.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- To participate in the school's assessment, record-keeping, and reporting system (both oral and written).
- To attend parents' evenings and Open Mornings and other such occasions and to liaise with parents and colleagues over all matters relating to the children's progress and well-being as appropriate.

- To take part with the Headteacher in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year.
- To undertake such other duties which the Headteacher may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

Class Teacher Person Specification

Qualifications	
Qualified teacher status or recognised equivalent	Application form
Experience	
Teaching experience in Key Stage 2 an advantage.	Application form and interview
Experience of preparing children for secondary school entrance exams preferred.	Application form and interview
Knowledge and skills	
The ability to effectively:	
Create a stimulating and safe learning environment.	Observation and interview
Establish and maintain a purposeful working atmosphere.	Observation
Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.	Observation
Assess and record the progress of pupils' learning to inform next steps and monitor progress.	Interview
Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.	Observation and interview
Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.	Observation and interview
Encourage children in developing self-esteem and respect for others.	Interview
Deploy a wide range of effective behaviour management strategies, successfully.	Observation and interview
Communicate to a range of audiences (verbal, written, using ICT as appropriate).	Interview
Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.	Application form and interview

Commitment	
Demonstrate a commitment to:	
Equalities.	Interview
Promoting the school's vision and ethos.	Interview
High quality, stimulating learning environments.	Interview
Relating positively to and showing respect for all members of the school and wider community.	Interview
Ongoing relevant professional self-development.	Interview
Safeguarding and child protection.	Interview

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder.
If you don't have all of the experience listed above, but are interested in applying, contact the School Office.



To apply, please send a completed application form and a covering letter demonstrating how your skills and experience make you a suitable candidate for the post.

Completed applications should be sent to the school or emailed to: office@stolaves.org.uk

Applications will be considered on receipt and should arrive no later than **9.00am on Monday 19th May 2025.**

Interviews will take place in the week commencing **Monday 19th May 2025.**

St Olave's Prep School acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Independent School Inspectorate (ISI) requirements. Applicants must undergo child protection screening appropriate to the post, safer recruitment vetting, including checks with past employers, and an enhanced DBS check.

For further information, please see our Safeguarding/Child Protection policy which can be found on our website: <https://www.stolaves.org.uk/about-us/school-policies>