



CHELTENHAM
PREP SCHOOL

Appointment of

Lower School Teacher

Fixed Term: Maternity cover (September 2026 to August 2027)

Information for Candidates

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Introduction from The Prep Head



The successful candidate will be a well-qualified and enthusiastic teacher to take on the role of a Year 3 or 4 Class Teacher from September 2026 on a one-year fixed term (maternity cover).

The role is likely to suit a talented, motivated, hard-working teacher who loves prep school life and who is looking for a hugely enjoyable and fulfilling role. All applicants, however, will be considered on the character of the individual applying and their fit to our school, rather than purely on the experience they have.

Cheltenham Prep is all about happy, excited children throwing themselves into every aspect of prep school life and doing brilliantly. The majority of our pupils go on to Cheltenham College, with a small number successfully prepared for other top schools nationwide. They leave us with a love of learning and a genuine sense of excitement about the next step of their educational journey (alongside great academic results and large numbers of awards and scholarships).

This is a tremendous opportunity for someone who loves prep school life to work with an amazing team in a thriving school. If you're happy to throw yourself into a myriad of different challenges, are dedicated and hardworking, and still expect to be able to get up every morning and be excited by everything the day has to bring, then this just might be the perfect job for you!

Good luck and I look forward to meeting you.



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The School



Cheltenham College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School (13-18), founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of about 720 pupils, including a Sixth Form of approximately 270 pupils.

The Prep School (3-13) is a school of some 420 pupils around 50 of whom board full-time, as well as our very popular flexi-boarding option.

Both schools are fully co-educational and are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for Sport, Drama and Music.

Cheltenham Prep

Cheltenham Prep is a fully co-educational day and boarding school for approximately 420 pupils between the ages of 3 and 13. The Prep is made up of Pre-Prep (3-7), Lower School (7-9), Middle School (9-11) and Upper School (11-13).

The curriculum is tailored as far as possible to the individual and complemented by regular assessment, tracking and target setting. It is designed to provide an inspirational, exciting and coherent pathway of learning between the ages of 3 and 13. There is an emphasis on the development of skills, including skills promoting independent learning, and pupils are encouraged to apply these in and across all subjects. The School ethos is very much underpinned by the importance of children being happy and settled so they can not only reach their potential, but have a huge amount of fun along the way! The great majority of pupils progress to the Cheltenham College although some will be prepared for entry to other senior schools.

The Prep occupies its own 15-acre site adjacent to the College. There are purpose built and well-equipped departments for Art, Technology and ICT, and an Assembly Hall, Science Building, Music School, as well as a newly refurbished Library. The Boarding House occupies the upper floors of the main building. The grounds include playing fields for all major games, and recreational facilities such as outdoor learning areas, a lake and adventure playgrounds.

The Prep shares with the College two full sized Astroturf pitches, all-weather tennis courts, squash courts, a multi-purpose sports hall and a six-lane 25m swimming pool. It also benefits from use of the magnificent College Chapel. All these facilities are adjacent to the Cheltenham Prep campus.



The Post



Job Specification

The KS2 Class Teacher Cheltenham College Preparatory School seeks to appoint a well-qualified and enthusiastic teacher to take on the role of a Year 3 or 4 Class Teacher from September 2026. The individual will engage and motivate pupils to reach their full potential, developing the independence, love of learning and maturity required to thrive in an outstanding school. A clear passion for teaching this age range is essential and will, in turn, be evident in the classroom.

Working within the Lower School Department with a supportive and experienced team, the successful candidate will be able to demonstrate the dedication to provide outstanding pastoral care and academic provision as a Class Teacher. The successful candidate will be creative, forward thinking and proficient in effective planning, teaching and assessment while working in consultation with parallel teachers. All teachers lead an area of the Lower School curriculum and therefore play an active and significant role in the development and improvement of the department.

General Expectations

- Members of the Lower School Department and wider Common Room act as Class Teachers. They will be attached to a House, make substantial contributions to the activities and co-curricular programmes, including Games, and carry out supervision duties at break, lunch or after school until 18.00, as required.
- Sport fixtures and other whole school events take place in the week and on some Saturday mornings during term time. Commitment to Saturday mornings throughout the year is a requirement.
- Although hours of work are not specified precisely, staff are expected to be in school before 08.00 and the working day for pupils begins at this point. The post will include some evening commitments during term time for Parents' Evenings, Information Evenings and some House events. Outside of the formal term times there is an expectation to be in school for Prep School or departmental INSET and to be available to fulfil any reasonable duties, with suitable flexibility.
- In coordination with the Head of Section, share any areas of expertise and show enthusiasm towards developing the department.
- To demonstrate high standards and expectations to sit alongside outstanding academic provision and pastoral care.
- Endeavour to give every child the opportunity to reach their potential.

The Post



Teaching and Learning

- Enthuse all pupils with a love of learning.
- To plan and teach exciting and differentiated lessons in all curriculum subjects.
- To maintain the safety of the children during directed hours.
- To ensure equal opportunities regardless of gender, ability and culture.
- To maintain good practice and provide a rich, safe learning environment.
- To plan and teach effectively, the programmes of study and maintain academic records and profiles as agreed within the department.
- To have an awareness of SEND pupils, meeting the needs of all, and tracking individual progress.
- To liaise and report to parents in accordance with the current reporting system and keep the Head of Section informed of all communications to and from parents.
- To constantly reappraise professional performance, to participate in CPD and to stay informed of current legislation and practices.
- To maintain, develop and promote key IT skills that contribute to teaching and for daily administration.
- To undertake duties as are agreed within the department.
- To attend meetings and undertake duties as can reasonably be requested by the Head or the Head of Section.
- To liaise with colleagues and Heads of Department in the preparation and moderation of schemes of work and maintaining resources.
- To contribute to the termly assessment, target setting and reporting schedule.
- To organise and take part in appropriate and agreed extra-curricular activities.
- To interact with colleagues on a professional level, maintaining effective working relationships.
- To uphold the school aims, ethos and policies, as well as contributing to the department self-evaluation process.

Administration

- To report to parents at the end of each half term through a written Attitude to Learning report card or a Target Report Card.
- To maintain an online mark book containing details of pupils within the class.
- To send weekly emails to two sets of parents, celebrating pupil achievement.
- To write risk assessments, communicate with parents, and organise food and transport, if organising a school trip.
- To set targets for English and Maths, recording these in online markbooks and in pupil books.
- Marking termly summative assessments and recording the data online.
- Daily feedback to pupils in all lessons taught.

The Candidate



CHELTENHAM
PREP SCHOOL

The successful candidate will display

- The ability to work effectively in a closeknit team.
- Outstanding teaching skills, ideally including experience at Lower Key Stage 2.
- Excellent administrative and organisational abilities, including proficient use of IT.
- Strong communication skills with parents.
- Commitment to playing a full part in the busy life of a thriving prep school.

Expectations

- A UK teaching qualification with Qualified Teacher Status (QTS)
- A relevant Education Degree or a related subject.
- Experience of delivering KS2 and successfully engaging learners to progress
- The ability to form positive relationships with pupils, colleagues and parents
- Members of the Common Room will be attached to a House, and to make substantial contributions to the activities and co-curricular programmes.
- Although hours of work are not specified precisely, the working day begins with a registration period at 08.00 and will include some evening commitments during term time
- There are Sport, Prep and/or House-based activities on Saturdays in which they are also expected to play a part
- Outside of the formal term times they are expected to be in school for whole-school or departmental INSET and to be available to fulfil any reasonable duties





Terms and Conditions



General Notes

- A highly competitive remuneration package is available with, for the right candidate, a salary to match the best. The Governors review the compensation annually having set agreed targets for the academic year in September
- The appointment is subject to one term's notice
- Generous fees discount is available for children attending The Prep and College
- Lunch in school (during term time)
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Subsidised Health Scheme membership.
- The candidate's performance will be subject to a regular appraisal.
- Longlisted candidates will be asked to undertake identity and qualification checks which conform to the School's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The appointment is subject to satisfactory references, clearance from the Disclosure and Barring Service, proof of identity and qualifications and a satisfactory medical declaration.

Child Protection

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Disclosure and Barring Service Check (working with children) in accordance with the School's Recruitment Policy which may be obtained from the Bursar upon request. The School is registered for the processing of personal data in accordance with the Data Protection Act 1998.

Equal Opportunities

Cheltenham College is an equal opportunities employer. We are committed to equality of opportunity for all staff and applications from suitably qualified individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We encourage all candidates to ensure that College is aware of your particular requirements should you be invited to interview.

How to Apply



If you would like any further information on the role, please feel free to contact the HR Department at recruitment@cheltenhamcollege.org or on 01242 265670.

The closing date for applications is: **12 Noon on Thursday, 9 April 2026**
Interview date: Thursday, 23 April 2026

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.





CHELTENHAM
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