



JOB DESCRIPTION

Key Stage 1 – Maternity Cover Fixed Term Appointment

Job Purpose:

Cophthorne Prep is a vibrant, inclusive school where children are known, nurtured, and inspired every day. As a Key Stage 1 Teacher, you'll play a vital role in shaping young minds through creativity, challenge, and compassion. This is a fantastic opportunity to join a collaborative, forward-thinking team as part of the award-winning Caterham family of schools. You will embody *The Cophthorne Way*—promoting kindness, curiosity, and confidence in everything you do.

At Cophthorne Prep, we believe childhood should be joyful, exciting and full of opportunity. With stunning grounds, specialist teaching, a strong sense of community, and a commitment to academic and personal development, we are proud to offer an environment where both pupils and staff thrive. Our small class sizes, dedicated colleagues and supportive leadership make Cophthorne a truly special place to teach.

Job Title: Teacher

Reporting to: Head of Academic Excellence

Hours: Full-time

Status: Fixed Term

All Staff Are Expected To:

- **Follow the school's safeguarding policies and procedures at all times** and ensure the well-being of all pupils is their highest priority, in line with *Keeping Children Safe in Education 2026*.
- Promote and model *The Cophthorne Way*, embracing the school's values in every interaction with pupils, colleagues, and families.
- Contribute to the day-to-day running of the school and uphold all policies and procedures.
- Support the implementation of the School Development Plan.
- Treat each pupil and colleague with courtesy, dignity and respect.
- Have due regard for Health & Safety and take responsibility for personal conduct and the safe learning environment of all children.

Personal Attributes

- Contribute positively to a strong team culture.
- Champion moral values and highlight their importance in education.
- Commit to the academic, social, emotional, and personal development of all pupils.
- Brings energy and positivity to a busy, team-oriented environment.

Main Areas of Responsibility

- Deliver an engaging and progressive curriculum tailored to children's prior learning and next steps.
- Embrace outdoor learning opportunities and our beautiful woodland setting to enrich learning experiences across the curriculum.
- Incorporate creativity, cross-curricular themes, and child-led enquiry into lesson planning.
- Teach, plan and assess a broad range of subjects, ensuring progress, enjoyment and challenge in a secure and stimulating environment.
- Provide a clear structure to lessons that maintains pace, engagement and high expectations.
- Use assessment data effectively to plan next steps in learning.
- Maintain high expectations for all pupils, including behaviour and attainment.
- Differentiate and adapt teaching to meet individual needs, including those with SEND and the most able.
- Liaise with the SENCO to support pupils with additional needs and ensure appropriate intervention and monitoring.
- Inspire and support emotional security, resilience and social development in all children.
- Foster a love of learning and enthusiasm for school life.
- Maintain professionalism, strong conduct and safeguarding responsibilities at all times.
- Develop strong partnerships with parents and carers to support the best outcomes for children.
- Collaborate with year group colleagues to ensure continuity, share resources and support consistency in planning and delivery.
- Contribute to the wider life of the school including clubs, trips, performances and special events.
- Undertake duties during breaks, lunchtimes, and after school as required.
- Provide stimulating classroom displays to celebrate learning and support current topics.
- Cover colleagues as required under the direction of the senior leadership team.

Knowledge and Curriculum Planning

- Confident in the use of IT and digital resources to enhance teaching and learning.
- Demonstrates a solid knowledge of the national curriculum and how young children learn effectively.
- Uses pupil data and tracking to set clear progress targets.

Monitoring, Assessment and Reporting

- Communicate regularly with parents about pupil progress and well-being.
- Use a range of formative and summative assessment strategies to inform planning.
- Provide timely and effective feedback to pupils, helping them identify next steps.
- Maintain accurate and up-to-date records of attainment and progress.
- Contribute to reports, parent consultations and meetings.
- Attend and actively contribute to staff and departmental meetings.

Pastoral Care

- Monitor and support the personal, emotional and social development of all pupils.
- Act as a role model in appearance, conduct and punctuality.
- Maintain positive and proactive communication with families, reinforcing home–school collaboration.

Professional Development

- Engage in continuous professional development and share good practice.
- Participate fully in the school's Appraisal and Professional Development Review process.
- Contribute to the school's development by engaging with and supporting whole-school initiatives.
- Maintain positive working relationships with colleagues across Copthorne, Caterham and the wider educational network.

Safeguarding Responsibilities

- Promote and safeguard the welfare of children at all times in accordance with *Keeping Children Safe in Education 2024* and the school's Safeguarding and Child Protection Policy.
- Report any concerns without delay and take an active role in the school's safeguarding culture.
- Attend safeguarding and child protection training and remain up to date with statutory guidance.
- Ensure all pupils feel safe, supported and heard, reflecting the values of *The Copthorne Way*.

Person Specification

Essential

- Strong literacy and numeracy skills
- Evidence of recent professional development
- Experience of teaching pupils with a range of abilities
- Willingness to train (including First Aid qualification)

Knowledge and Skills

- Passionate about teaching and pupil achievement
- Confident communicator with excellent written and spoken English
- Works well collaboratively within a team
- Committed to wider school life including extracurricular and community events

- Proficient in using technology to support learning
- Knowledge of child development and creative curriculum delivery
- Data-literate; uses assessment data to inform teaching
- Strong understanding of safeguarding and child welfare procedures
- Able to inspire, motivate and engage all learners
- Well-organised, self-motivated, and adaptable

Desirable

- Further qualifications or additional educational training
 - First Aid certification
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Staff Benefits

- Pension scheme
 - On-site parking
 - 4x life insurance
 - Complimentary staff lunch during term time
 - 6 weeks' holiday per year
 - Discount on school fees
 - Access to Employee Assistance Programme (EAP)
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Please note:

This job description outlines the main duties and responsibilities expected of the post-holder. It is not exhaustive and may be subject to change in accordance with the school's needs. Additional responsibilities appropriate to the role may be added.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks, references, and compliance with safer recruitment procedures, as outlined in Keeping Children Safe in Education 2026.

If you are interested in applying for this role, please contact hr@copthorneprep.co.uk for an application form.