

# MAYVILLE HIGH SCHOOL

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## Teacher – Junior School

**Start date: 5th January 2026**

Mayville High School is an all-through school devoted to fostering academic excellence and personal growth within a nurturing, family environment. We pride ourselves on small class sizes, enabling personalised attention that helps every pupil thrive and make outstanding progress. Our supportive community of passionate colleagues shares a strong commitment to academic achievement and pupil wellbeing, creating an inclusive atmosphere where every child feels valued and inspired to reach their full potential.

We are seeking a motivated, enthusiastic and forward-thinking Pre-Prep/Junior School Teacher to join our dedicated team. The role is Monday to Thursday.

*Listed below are the principal, but not exhaustive, responsibilities of this post.*

*This job description should be read in conjunction with the School's Handbook*

### Form Teacher:

- Promote the social and academic well-being of the pupils in your form, ensuring that the Assistant Headteacher/Headteacher is informed of major difficulties in any area
- Provide guidance and advice to pupils on educational and social matters, making relevant records and reports, and seeking advice from the Assistant Headteacher if unsure
- Register pupils each day, ensuring legal requirements are met and that absence notes are received and sent to the office
- Draw the attention of the Assistant Headteacher/Headteacher to pupils with poor records of attendance and punctuality
- Organise a seating plan for the class
- Ensure that the correct uniform is worn at all times and is correctly named
- Complete administrative tasks, e.g, lunch orders, circulation of letters, etc
- Ensure pupils are aware of school rules and procedures. In particular, regularly reinforcing code for crossing roads and behaviour in a mini-bus
- Record house marks and work stars for weekly celebration assemblies
- Be responsible for the overall state of the classroom, its tidiness, and state of decoration, and ensure that it conforms to acceptable standards for health and safety – completing annual health and safety check sheets
- Monitor the behaviour of pupils and uniform to meet requirements as set out in school documents, paying particular attention to possible bullying
- Organise and rehearse assemblies
- Complete form teacher's comments on reports. Place assessments/information on pupil profile as required.
- Communicate with and consult parents of pupils as required

- Organise and conduct school trips relevant to the curriculum

## Teaching Responsibilities:

- Ensure that pupils learn in a positive, caring environment
- Plan and prepare schemes of work and lesson plans
- Teach according to the needs of the individual pupils, taking into account the requirements for differentiation, so that all pupils make progress
- Set and mark work to be carried out by pupils in school and elsewhere, according to the School's policy
- Assess, record, and report on the development, progress, and attainment of pupils – according to the School's policy
- Report concerns over pupil progress to the Assistant Headteacher or the Headteacher
- Liaise with DLU Manager re: writing of Individual Education Plans for pupils and ensure they are met
- Report pupils' progress to parents, via reports and meetings
- Participate in staff meetings to make an effective contribution to the development and application of school policies and procedures relating to administration, organisation, and curriculum
- Maintain an up-to-date knowledge of available techniques, resources and developments in subject areas, review as necessary personal teaching methods and programmes to ensure that own teaching is as effective and stimulating as possible – requesting INSET training as required
- Participate in the School's Performance Management programme
- Participate in arrangements for further training and professional development as a teacher
- Assist the smooth running of the School by covering for other teaching staff who may, from time to time, be absent from school
- Have high expectations of pupils' presentations according to their needs and abilities

## General

- Teach weekly sports lessons
- Carry out break and lunch duties as reasonably required
- Support the activities of the House to which you are assigned
- To attend Open Days for prospective parents (no more than once a term)
- To provide a club on a weekly basis
- To attend afterschool meetings as required
- To fulfil any other duties reasonably allocated by the Headteacher
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns and understanding how and when to take appropriate action.

## To Apply:

Please send your CV and a covering letter outlining your suitability for the role to [j.carter@mayvillehighschool.net](mailto:j.carter@mayvillehighschool.net)

**Salary: Dependent on experience**

**Contract type: Monday-Thursday, permanent**

**Location: Pre-Prep/Junior School**

**Reports to: Assistant Head, Junior School**