

MAYVILLE HIGH SCHOOL

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Teacher – Pre-Prep & Junior School

Start date: 2nd September 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.

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 Responsibilities:

- Promote the social, emotional, and academic well-being of all pupils in the form.
- Monitor pupil progress and inform the Assistant Headteacher/Headteacher of any significant concerns.
- Provide guidance to pupils on educational and social matters, maintaining appropriate records.
- Register pupils daily, ensuring attendance records meet legal requirements.
- Monitor attendance and punctuality, reporting concerns as necessary.
- Maintain an effective classroom environment, including seating plans and organisation.
- Ensure pupils adhere to uniform standards and school expectations.
- Complete administrative duties such as lunch orders and communication with parents.
- Reinforce school rules, including safety procedures (e.g. road safety, minibus behaviour).
- Record achievements (e.g. house points, awards) for assemblies.
- Maintain a safe, tidy, and engaging classroom environment, meeting health and safety standards.
- Monitor behaviour, addressing concerns, including bullying, in line with school policy.
- Organise and support assemblies as required.
- Complete reports and maintain pupil records.
- Communicate effectively with parents and carers.
- Organise and lead curriculum-related school trips.

Teaching Responsibilities:

- Create a positive, inclusive, and stimulating learning environment.
- Plan and deliver engaging lessons aligned with the curriculum.

- Differentiate teaching to meet the needs of all pupils and ensure progress.
- Set, mark, and assess work in line with school policies.
- Track and report pupil progress, maintaining accurate records.
- Raise concerns about pupil development with senior staff where appropriate.
- Support pupils with additional needs, including contributing to Individual Education Plans (IEPs).
- Communicate pupil progress through reports and parent meetings.
- Contribute to staff meetings and the development of school policies and curriculum.
- Maintain up-to-date subject knowledge and teaching practices.
- Participate in performance management and professional development (INSET).
- Provide cover for absent colleagues when required.
- Maintain high expectations for pupil presentation and work standards.

Safeguarding Responsibilities:

- Demonstrate a strong commitment to safeguarding and promoting the welfare of children at all times.
- Be fully aware of and adhere to the school's safeguarding and child protection policies.
- Identify and respond appropriately to signs of abuse, neglect, or welfare concerns.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Maintain accurate, factual, and timely records of any safeguarding concerns.
- Ensure a safe, secure, and supportive environment for all pupils.
- Promote pupils' well-being, resilience, and mental health.
- Maintain professional boundaries and act in accordance with the staff code of conduct.
- Undertake safeguarding training (including Prevent and Keeping Children Safe in Education updates) and apply this knowledge in daily practice.
- Ensure all activities, including trips and extracurricular provision, are risk assessed with safeguarding in mind.
- Be vigilant regarding attendance patterns, behaviour changes, or disclosures that may indicate safeguarding concerns.

General Responsibilities:

- Teach weekly sports or physical education lessons.
- Undertake break and lunch supervision duties.
- Support the activities of the assigned House.
- Attend Open Days, Summer Fair and Pre-Prep and Junior Events
- Lead or assist with an extracurricular club on a weekly basis.
- Attend after-school meetings as required.

Carry out additional duties as reasonably directed by the Headteacher.

To Apply:

Please send your CV and a covering letter outlining your suitability for the role to j.carter@mayvillehighschool.net

Salary: Dependent on experience

Contract type: Full Time.

Location: Pre-Prep/Junior School

Reports to: Assistant Head, Junior School