



**Chigwell School**

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## **KS2 Teacher Job Description**



### **Introduction**

Chigwell School is seeking a well-qualified KS2 teacher to join our highly successful School from September 2026. It is anticipated that the successful candidate will have had experience in a similar role, in another maintained or independent school. Our children are nurtured in small classes with inspirational teachers and together they create the very happy atmosphere for which Chigwell is renowned. This is a full-time permanent position.

### **Background**

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 1110 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."* Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School, which is at the centre of the community, has been preparing pupils to make their mark on the world for nearly four centuries.

Whilst the Chigwell of today remains proud of its unique heritage, it is a place of innovation where pupils are well prepared to contribute positively to the community, inspire change for the better and continue learning throughout their lives.

Chigwell has seen many changes since its foundation, including becoming fully co-educational in 1997, establishing the Pre Prep in 2013 and building a state-of-the-art Sixth Form Centre in 2016. Grounded in tradition but preparing pupils for the future, Chigwell is now a large school of 1,110 boys and girls aged 4-18 years, where every individual is known and cherished.

Through the wide range of academic and co-curricular opportunities available to them, each pupil becomes the very best they can be: independent in spirit, adventurous in approach and empathetic in their treatment of others. This allows Chigwellians to forge their own paths to success and realise the words of the school motto: find a way or make a way.

Uniquely positioned on a 100-acre site in the picturesque village of Chigwell, the school benefits from the leafy surroundings of Epping Forest whilst being just 20 minutes away from the City of London on the central line. An enchanting vista through the treeline offers stunning views of the City skyline, giving pupils the rare benefit of having so much space so close to the centre of the Capital.

Chapel is at the heart of the School and although Chigwell follows the Christian tradition, pupils draw on a breadth of spirituality afforded by a vibrant and diverse community.

Vision, Mission and Values

### **Vision**

To inspire pupils to fulfil their potential and forge their own path to success.

### **Mission**

Chigwell is a nurturing community. We strive to ensure that everyone is the very best they can be; independent in spirit, adventurous in approach and empathetic in how they treat others. Since 1629, pupils have been empowered with a deep respect for lifelong learning, ensuring they are ready to make their positive mark around the world.

### **Values**

As well as representing what makes Chigwell distinct, the values also fuel the vision, as the school cultivates young people who will become inspiring role models for others.

#### **Happiness First**

Creating a nurturing space where happiness underpins achievements and drives everyone forward.

#### **Courageous and Resilient**

Seizing every opportunity and having the confidence to embrace them wholeheartedly.

#### **Innovative Approach**

Adapting and evolving, influencing the changing world.

#### **Community of Kindness**

Supporting and collaborating with each other, making a positive contribution to the community.

#### **Lifelong Learning**

Cultivating curiosity, keeping the passion for learning alive beyond the school gates.



## **The School**

### **Pre-Prep**

Sitting at the very heart of the school site, the Pre Prep is a safe and nurturing community where the youngest Chigwellians begin their educational journey. Pupils and staff benefit from a state-of-the-art and purpose-built building, with a spacious assembly hall, library and teaching and playing areas designed specifically for ages 4-7 years. The school day is structured to provide a balanced mix of academic, physical and creative experiences. Whilst the National Curriculum forms the basis of all programmes of study, it is adapted to extend and meet the needs of Chigwellians and significant emphasis is placed on learning outside the classroom. Pupils take part in many educational opportunities, including visits to museums, theatres and workshops, as well as benefiting from enrichment activities in school, such as themed days, visits by speakers, musical workshops and other performances.

### **Prep School**

Pupils transition seamlessly to the Junior School at 7 years old, benefitting from small class sizes and considerable individual attention. The creative and broad curriculum seeks to make children independent in approach and curious about the world around them whilst embedding key skills within all subject areas.

From the age of 7, children do drama in the purpose-built drama centre, with their plays and assemblies in the theatre itself, and they learn their music in the Walde Music School, performing in choirs, ensembles and orchestras from an early stage. Art, Design and Technology is a particular strength, taught in the Art Centre and with regular exhibitions of the children's work. Science is taught in the Science labs and ICT is both integrated into all teaching and taught as a separate subject in the ICT labs. Sport and PE are taught by specialist teachers and coaches, with two games afternoons and regular fixtures every week.

Pupils are also expected to develop wider interests and the wide-ranging programme of after school clubs and activities is second to none. From board games, to Korfbal, to Stock Market club to Astronomy club to sporting and musical and drama activities, every child can taste a variety of activities to see what suits them best.

### **Senior School**

Pupils follow the senior school curriculum from the start of Year 7 but pastorally Year 7 and 8 operate as a discrete unit. In Year 9, pupils become part of one of the four senior school day houses (Caswalls', Lambourne, Penn's and Swallow's) and these are a focus for co-curricular activities and pastoral care. As pupils' development accelerates both emotionally and academically, they are prepared to successfully pass public exams, embrace university life and make career choices through the rich combination of a broad and balanced curriculum, variety of co-curricular opportunities and breadth of pastoral support.

Once they reach Year 10, pupils take a core of GCSEs consisting of English Language, English Literature, Maths, at least one foreign language, the sciences (with the vast majority taking triple science) and three other additional subjects. Pupils meet in their house groups each day and will get to know students of all ages. There are a whole host of extra-curricular competitions and activities through the house system and all are encouraged to participate. Each house has a housemaster or housemistress at its head who has a team of supporting tutors. Every pupil has a house tutor who oversees all aspects of their education, welfare and progress and is the first point of contact for parents.

### **Sixth Form**

Students in the Sixth Form at Chigwell benefit from the exclusive use of the purpose-built Risham Sarao Sixth Form Centre which opened in 2016. The facility is a hub for learning, with six classrooms, study and social spaces and a centre for university and career advice, as well as a coffee shop. Sixth formers also make good use of the specialist facilities around the school and play an active role in the school community, leading by example and shouldering considerable responsibility. Students can pursue three or four A levels selected from a broad academic range, as well as an Extended Project Qualification (EPQ). Those with a GCSE profile commensurate with an Oxbridge application are offered support sessions, as are those considering medicine, veterinary science or dentistry. In Year 12, every student participates in an academic enrichment programme for one lesson a week, aimed at broadening and deepening their intellectual experience. Courses include Medical Ethics, Financial Analysis and a History of Western Art amongst others. The vast majority of Chigwell leavers go on to Russell Group universities or the equivalent, with some gaining places at prestigious universities overseas. A small but growing number also take up degree-level apprenticeships. The Chigwell careers programme follows the eight Gatsby Benchmarks and a mixture of school-based sessions. External speakers, events and employer interactions ensures that students receive a well-rounded careers education.



### **Boarding**

Chigwell offers four extended family-style houses (two for girls and two for boys) for 28 international boarders aged 16-18 years. Boarders are well-integrated into school life and well-prepared for both their A Levels and successful entry into British universities. Boarding is a mature community where pupils from around the world benefit from close friendships and cultural exchange.



### **The Chapel**

Chigwell is of Anglican foundation and the Chapel, dedicated in 1924, acts as a focus of thought and inspiration for a diverse community representing all the major world faiths and those who have no faith.



### **Co-Curricular**

A particular feature of Chigwell is the breadth of opportunities offered beyond the classroom. Outdoor learning begins in the Pre Prep and continues throughout the school, from the thriving Scout Troop through to the pupils embarking on their Duke of Edinburgh Scheme Gold Award. Pupils enjoy PE lessons and games afternoons, with a full programme of external fixtures as well as sports tours on offer. The excellent sports facilities include a floodlit AstroTurf, nine tennis/ netball courts, nine football pitches, a new 3G floodlit pitch and indoor and outdoor cricket nets. This provision is due to be substantially enhanced by the new eco-friendly Sports and Wellbeing Centre which will have a six-lane indoor swimming pool, five court multipurpose sports hall, climbing wall, gym and studios and a café.

Drama is key to developing creativity and the inter-personal skills so essential to modern life and at Chigwell pupils are introduced to a range of material from Ancient Greece to Shakespeare to modern texts. With its own state-of-the art 150-seat theatre, Chigwell offers pupils the opportunity to participate in a range of productions as actors, stage designers, lighting and sound specialists and make up and costume designers as well as a host of other roles.

There is a wide range of musical opportunities for pupils of all ages, with several hundred pupils taking private instrumental and singing lessons and participating in ensembles, choirs and orchestras. A regular programme of concerts ensures every pupil has the opportunity to perform during the year, including at events taking place in the local community.

Pupils are encouraged to express their individuality, feelings and thoughts using a mixture of materials and variety of traditional and contemporary tools in Art and Design. The Department regularly hosts exhibitions in the airy gallery and offers a broad enrichment programme, encompassing practical workshops, trips and talks by visiting speakers.

### **The Prep School**

Pupils join the Prep School as day pupils from the Chigwell Pre Prep or from a wide range of primary or preparatory schools. All pupils have a class teacher who is responsible for their academic and pastoral welfare and who teaches the class for most subjects. He or she will get to know the children well, help monitor their progress, their extra-curricular involvement and work to ensure that they are happy and fully involved in school life.

The Head of the Pre Prep and Prep Schools, together with all staff, are responsible for the pastoral care of the Prep School pupils and there are available for consultation at almost anytime

Both the Senior and Prep Schools share the same educational philosophy as well as many facilities and teaching staff. Everyone has access to the School's extensive facilities, particularly in the areas of art, music, drama, physical education, games and ICT.

The Chigwell ethos pervades all that we do in the Prep School: our pupils have high aspirations, are encouraged to be curious, creative, and most importantly, to enjoy everything that school life has to offer.



## **The Role**

### **Main purpose**

To carry out professional duties and to have responsibility for an assigned class of 20-22 pupils.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

### **Main Duties and Responsibilities**

- To create and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children's learning.
- To lead by example as a teacher, establishing high expectations, achieving high standards of pupil attainment, behaviour, and motivation, through effective teaching.
- To ensure consistent, high-quality planning and delivery of a creative, stimulating, differentiated, broad and balanced curriculum.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety and in accordance with the school's behaviour policy.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To actively support the school's Outdoor Educational Programme
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To ensure AFL strategies are embedded in practice and inform learning and teaching.
- To use data analysis to improve standards of achievement through targeted professional development and enhanced curriculum provision.
- To be accountable for standards of attainment, achievement and progress of all students in your class.
- To use homework effectively, according to school policy, to reinforce and extend learning and achievement.
- To prepare appropriate records for the transfer of pupils.
- To deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning.

- To participate in weekly staff meetings which relate to the school's leadership, curriculum, administration and organisation.
- To attend such meetings and activities as may be necessary as part of school policy and in accordance with the school calendar.
- Contribute to the development of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To implement agreed school policies and guidelines and to ensure that these are reflected in daily practice.
- To communicate and report to parents on the development, progress and attainment of students in line with the school assessment policy.
- To attend parent consultation meetings as scheduled in the school's calendar.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To take responsibility for personal professional development in accordance with the school's professional development policy and budget restraints, setting objectives for improvements, and taking action to keep up to date with research and developments in pedagogy.
- To support the Head teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To lead, be involved in promoting and participate in extra-curricular activities and events, as agreed with the Head of the Pre Prep and Prep Schools, for example after-school clubs, school performances and fund-raising events.
- To take an active role in promoting the school through open days.





## **The Person**

### **Person Specification**

The successful candidate is likely to have some, or all, of the following attributes:

- Qualified Teacher Status
- Evidence of consistently good and outstanding teaching
- Recent, relevant in-service training
- Ability to work as part of a team and engage professionally in activities such as moderation and collaborative planning
- Ability to effectively manage pupils' behaviour in a positive manner with consistent, clear boundaries following the whole school behaviour policy
- Ability to identify pupil needs and act upon them in order to raise standards
- Ability to lead a subject area if required
- Be highly motivated with high standards and expectations
- Well-developed personal IT skills used effectively in teaching
- To demonstrate a high level of written and oral communication skills
- Able to apply a creative approach to the curriculum
- A warm and friendly nature with a good sense of humour

### **Remuneration and benefits**

The salary on offer is competitive

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary and generous holiday entitlement
- Strong commitment to professional development
- Membership of the Pension Scheme
- Generous fee remission for eligible children
- Personal Accident Cover and Death in Service
- Employee Assistance Support Programme
- Free access to a GP helpline to provide round-the -clock GP assistance.
- Use of the Sport and Wellness Centre facilities outside of the school day
- Complimentary lunch and tea, and break time refreshments during term time
- Free parking on site and cycle racks
- Wellbeing and Medical Centre on site
- Use of School Library
- A beautiful working environment – 100-acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route and free shuttle bus to the tube station before and after school
- A supportive community of highly motivated students and staff



## Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: <https://www.chigwell-school.org/about-us/vacancies/> and send it to the HR Manager at: [hr@chigwell-school.org](mailto:hr@chigwell-school.org)

The Head of the Pre- Prep and Prep Schools will be happy to answer any questions; she can be contacted at the School by telephone 020 8501 5725 or email [egibbs@chigwell-school.org](mailto:egibbs@chigwell-school.org)

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**