



**Windlesham
House School**

- Est. 1837 -

CHARTERHOUSE
FAMILY OF SCHOOLS

Candidate information for

Lower Key Stage 2 Teacher (Year 4)

Maternity cover January 2027 - July 2027

Windlesham House is part of the Charterhouse family of schools

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The role

We are seeking to appoint an exceptional and enthusiastic Lower Key Stage 2 Teacher to join our thriving school, set within the stunning South Downs. This is an exciting opportunity for a talented educator to inspire young learners through the delivery of a broad and engaging curriculum.

At Windlesham House, our mission is to provide a stimulating, supportive and safe environment where every child is encouraged to flourish. We strive to develop confident, independent learners who embrace challenge, take intellectual risks, cultivate a lifelong love of learning and demonstrate kindness, empathy and generosity towards others.

Our teachers are committed to delivering educational excellence through high-quality, inspiring teaching that nurtures curiosity, enthusiasm and achievement. They play a vital role in helping each pupil realise their potential while fostering self-confidence, resilience and self-discipline within a caring and inclusive community.

If you are a passionate and dedicated teacher who shares our values and commitment to outstanding education, we would be delighted to hear from you.

This role reports to the Head via the Deputy Head Academic.

Windlesham House is a country prep school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





Responsibilities

- Support the school in its aims and objectives
- Promote the academic ethos and life of the school
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment
- Dress in a way that is commensurate with the school working environment

Tasks and duties

Teaching and learning

- Carry out teaching duties as required and in accordance with the school's schemes of work and National Curriculum guidelines
- Liaise with colleagues to deliver units of work in a collaborative way
- Work with teaching assistants, class teachers, phase leaders and the learning enrichment department (LED)
- Teach according to the educational needs of the pupils assigned to him / her, including setting and marking work considered desirable for the good performance of the pupils in terms of academic and social development
- Seek to motivate, support and stretch pupils to achieve their full potential
- Set targets for pupil attainment levels
- Demonstrate exemplary classroom practice
- Expand one's knowledge, understanding and skills by keeping up to date with recent education initiatives and literature
- Contribute to the review of appropriate policies and procedures
- Monitor the condition and safe use of classroom equipment and facilities
- Follow standard 'whole school' agreed policies
- Work with parents to enable them to understand the teaching programme, pupil assessment and how to help their children progress

Pastoral care

- Be a form teacher in a year group between Years 3 - 6 with associated duties
- Maintain good behaviour and respect for others among pupils
- Promote an understanding of the school's code of conduct and values
- Develop relationships with and between pupils conducive to optimum learning

Assessment, reports and communications with parents

- Keep records of pupils' performance for internal assessments
- Build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- Provide written reports and references for individual pupils as required

Staff meetings

- Participate in weekly or more frequent meetings at the school which relate to the curriculum for the school or the administration or organisation of the school

Appraisal / review of performance

- Participate in the school's appraisal process and attend annual review and follow-up meetings as required

Professional development

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions and meetings

School policies

- Be familiar with all school policies, both those pertaining to teaching and school life in general, and ensure they are accurately and consistently implemented

Corporate life

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after school sessions
- Cover for absent colleagues and carry out other supervisory duties as required
- Contribute to the co-curricular life of the school e.g. after-school activity programme

Standards and quality assurance

- Support the aims and ethos of the school
- Set an example of professional conduct and personal commitment to the education and welfare of the children in the school which can be followed by colleagues and appreciated by parents
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in presentations for parents and pupil performances / productions
- Uphold the school's code of conduct and dress code
- Attend team and staff meetings, parents' evenings, speech day, sports day, inset sessions and similar important functions both in and out of normal school hours and participate in open days for current and prospective parents and pupils



The Candidate

Qualifications / experience

- Qualified teacher or postgraduate level qualification
- Evidence of continuing professional development relating to curriculum/teaching and learning
- Ability to identify own learning needs and to support others in identifying their learning
- Experience of working with other schools and organisations
- Appropriate first aid qualification (training will be provided if not already held)

Ability / skills

- Educated to degree level

Experience

- A highly motivated and inspirational teacher encompassing our school ethos
- An inspirational, committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual child both in and out of the classroom
- Has a sharp and progressive vision for the teaching and learning in a successful and dynamic school
- Has an outstanding outlook toward the pastoral care of children and a nurturing approach to teaching and learning in all areas
- Show initiative in your dealings with children in different situations
- Awareness of the need to follow set policies and guidelines with a caring and safe environment for the children
- Excellent communication skills with colleagues and parents both in written and oral form
- Ability to work well within a team while promoting the best interests of the school
- Is committed to the protection and safeguarding of children
- Is committed to the personal development of pupils and is driven to attain and maintain our ethos
- Ability to communicate confidently and professionally to a wide variety of staff and stakeholders





Why choose Windlesham House School?

We are looking for the successful candidate to start January 2027.

Other benefits include

- Access to the Aviva Pension Trust for Independent Schools (APTIS). This is a defined contribution scheme for teaching staff
- Cash health plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every three years)
- Membership of the school's nine hole golf course at a reduced subscription
- Participation in a 'cycle to work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during your normal working day (term time only)
- Free parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Continuing professional development as part of our talent management programme

Windlesham House is part of the Charterhouse family of schools



Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, they must report any concerns to the school's designated safeguarding lead.

How to apply

Completed applications should be emailed to hr@windlesham.com by 16 September 2026. Interviews will take place week commencing 21 September 2026. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter no more than two A4 pages summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





Recruitment and selection

Windlesham House is fully committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. All applicants will undergo thorough child-protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974.

As part of our safer recruitment procedures, the school conducts comprehensive pre-employment checks, seeks references and carries out an Enhanced DBS check, along with any other checks required by statutory guidance, for the successful candidate.

We follow the Disclosure & Barring Service (DBS) Code of Practice and maintain a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will be asked to declare any relevant convictions, adult cautions or other matters that may affect your suitability to work with children.

Due to amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and must not be disclosed to potential employers. These cannot be taken into account during the recruitment process. Full guidance will be provided when you are invited to interview.

Once appointed, you will have a responsibility to promote and safeguard the welfare of all children and young people in the school. This includes adhering to, and ensuring full compliance with, the school's Child Protection Policy at all times. Any concerns about the actual or potential safety or welfare of a child must be reported immediately to the Designated Safeguarding Lead or the Head.

Windlesham House is an equal opportunities employer. If you require any reasonable adjustments during the application or interview process, please let us know at the earliest opportunity.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4–13, where tradition meets innovation and every child is encouraged to be creative, courageous and successful. As the oldest prep school in the country (est. 1837) and the first to become co-educational (1967), we have always led the way in embracing new ideas. We are progressive and forward-thinking in our ethos while remaining deeply proud of our traditions and rich heritage.

With a strong focus on wellbeing, every pupil benefits from a first class and truly distinctive education, enriched by exceptional opportunities both inside and outside the classroom. Set in the glorious South Downs, our grounds are alive with children building dens, climbing trees, playing golf and collecting eggs from our chickens - a vibrant environment that inspires.

Our outstanding programmes, including world languages and sports academies, have earned recognition across all areas of our educational offering providing exciting pathways. As one parent recently commented, "Windlesham House continues to thrive and nurture future generations of exceptional children."

To learn more about the school, please explore our [website](#).

A breath of fresh air

When you think back to your own childhood, which moments shine the brightest? Perhaps days spent exploring the outdoors, playing freely with friends, and discovering new skills. At Windlesham, these moments aren't just memories — they're everyday experiences.

Our beautiful 70 acres of grassland and woodland, nestled at the foothills of the South Downs, give children the space to learn, roam and simply be children. Our long-standing tradition of no school uniform (within reason!) helps pupils feel at ease in their home away from home, encouraging a sense of comfort and belonging.

There is plenty of wildlife to spot from grazing deer and hidden badgers to pheasants and a kaleidoscope of birds. With more than a thousand trees to climb, there is endless potential for treehouses, dens and the kind of imaginative adventures that stay with you for a lifetime.





Our values

We take immense pride in each child's individual journey and in the young person they become along the way. At Windlesham House, pupils are encouraged to stay curious, to think creatively and to celebrate the successes of others. We nurture a strong sense of commitment in everything they do and inspire them to make a meaningful contribution to their community. Above all, we want our pupils to show kindness, empathy and care - qualities that shape confident, grounded and compassionate young people.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”



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