



Perrott Hill

SCHOOL

LOWER PREP TEACHER

Years 3 and 4

INFORMATION
PACK

April 2026

Welcome

Many thanks for taking an interest in the post of Lower Prep Teacher at Perrott Hill. We very much hope you will want to apply to join our wonderful school team.

The aim of this pack is to provide the job description and person specification within contextual information beyond that provided on our website.

We seek an engaging and creative Lower Prep Teacher with the enthusiasm and ability to bring excellent progress and enjoyment to their pupils' learning. The role, available from September 2026, is full time and permanent and would equally suit an experienced practitioner, an early career teacher or a trainee teacher.

This is a particularly exciting time to be joining Perrott Hill. Following recent strategic appointments to our Senior Management Team, we are extending our provision to age 16 from September 2027, taking pupils from Nursery through to GCSE. The successful candidate will play their part in shaping the school as it grows.

Applicants should have a keen interest in helping provide the highest standards of pastoral care for our pupils, including building good relations with their parents through effective communication.

The school

Perrott Hill is an ideally sized Pre-Prep and Prep School of approximately 150 boys and girls, both day pupils and boarders. We are lucky enough to enjoy an idyllic location, with a wonderful site that overlooks rolling Somerset and Dorset countryside. The original 19th Century house is Grade 2 Listed and forms the centre of the school. The whole site extends to 26 acres and lies within the North Perrott Conservation Area. In the grounds there are woods, gardens, playing fields, an all-weather pitch and an outdoor swimming pool.

In recent years, the school buildings have been extensively refurbished to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully equipped Forest School.

There is no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with several sets of staff and families living onsite, alongside graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.



Job description

Job title

Lower Prep Teacher (Years 3 and 4)

Responsible to

The Head of Lower Prep, the Deputy Head Academic and the Headmaster.

Salary

According to the Perrott Hill pay scale and based on experience. Staff receive a generous fee remission for any of their children attending the school, as well as a private pension.

Hours of work

Term-time, Monday to Friday. One duty night a week, 1745 to 1945. Occasional duty weekend, 1545 to 1800 Saturday and 1330 to 1730 Sunday, typically once per term. Staff are required to attend INSET days, typically two preceding the start of each term. School holidays are generous, in line with the rest of the independent prep school sector.

Contract

Full time and permanent.

Start date

September 2026.

The post

Lower Prep at Perrott Hill comprises Years 3 and 4 — the bridge between our Pre-Prep and the heart of the Prep School. Pupils in Lower Prep receive most of their teaching from their class teacher, with specialist staff for Music, French, PE, Games, Forest School, ICT and Art. The Lower Prep Teacher will play a central role in the academic and pastoral life of these pupils, working closely with the Head of Lower Prep and the Pre-Prep team to ensure a smooth transition from Year 2 into Year 3, and on into Year 5 and the Middle Prep.

The role is full time and permanent, and the successful candidate will be expected to take a full and active part in the wider life of the school, including co-curricular activities, boarding duties and weekend events as required.



General responsibilities

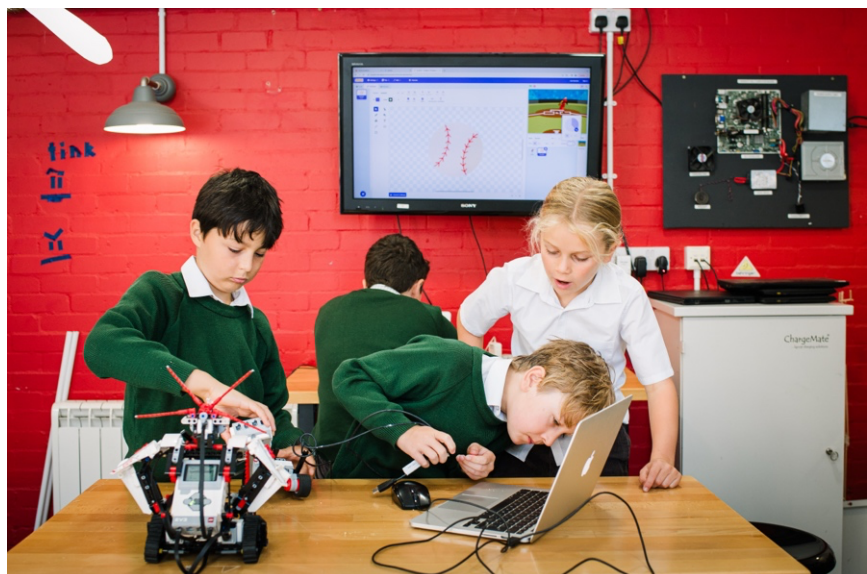
The main points of the job description are listed below but this is not an exhaustive list of responsibilities. In many ways, much of what the post entails is intangible and, by setting the right example and tone, the Lower Prep Teacher will achieve this by their presence and actions.

- Promote the aims, values and ethos of the school;
- Teach the pupils in their care according to their individual educational needs;
- Carry out the normal duties of all teachers as set out in the Staff Handbook and as directed by the Headmaster;
- Ensure the implementation of the school's policies;
- Oversee the use and storage of teaching materials;
- Supervise the work of classroom assistants;
- Take responsibility for teaching and marking work in accordance with departmental policies;
- Provide detailed written reports for each child using the school management system;
- Attend Parent/Teacher Consultations and other school events as directed by the Headmaster;
- Work closely with staff in the Pre-Prep to ensure the smooth transition between Pre-Prep and Lower Prep, and with colleagues in Middle and Upper Prep to support pupils' progression through the school;
- In liaison with the Deputy Head Academic, plan efficiently for updating classroom resources;
- In liaison with the Assistant Head, plan and co-ordinate any relevant educational trips;
- Ensure all Health and Safety obligations are adhered to;
- Prepare for ISI Inspections as appropriate;
- Contribute to the co-curricular activities programme wherever possible.



Responsibilities as a teacher

- Set a first rate example to all pupils within your charge;
- Ensure lessons are well planned with clear aims and objectives;
- Ensure lessons are in line with school Schemes of Work;
- Formulate and adhere to Medium Term Plans;
- Liaise fully with parents of children in your class;
- Encourage pupils to be actively involved in the learning process and in reviewing their own performance;
- Communicate clearly the purpose and framework of each lesson and check that subject matter is effectively communicated and understood;
- Keep careful records of pupils' progress, in line with school and departmental policies;
- Take responsibility for a high standard of display work in the teaching room and maintain a tidy and vibrant working environment within the classroom;
- Liaise effectively with the Learning Support Department in matters relating to children receiving learning support;
- Assume a pastoral role (form tutor) as required;
- Bring any queries or concerns involving children to the weekly staff meeting;
- Set and mark assessments and tests, placing the results on the school network by the specified date;
- Take part in regular school InSET and individual professional training as arranged by the Senior Management Team. This will include participation in the school's Professional Development and Review process and InSET days prior to the start of each term;
- Carry out break time duties as detailed by the Assistant Head;
- Carry out boarding duties as detailed by the Head of Boarding;
- Run an after school club or co-curricular activity each week;
- Attend school assemblies unless withdrawing on religious grounds;
- (As all staff) promote the welfare and safety of pupils at the school and report any safeguarding concerns to the Designated Safeguarding Lead without delay;
- Carry out any other duties as reasonably requested by the Headmaster.



Person specification

The successful candidate will be expected to demonstrate the following:

- Qualified Teacher Status, or be working towards it, with a good honours degree;
- Experience of teaching Key Stage 2, with a strong grasp of the National Curriculum at this stage;
- A genuine enthusiasm for working with children aged seven to nine, and a natural affinity for this age range;
- The ability to plan creative, well-paced and differentiated lessons across the breadth of the Lower Prep curriculum;
- Strong literacy and numeracy skills, and the ability to teach both confidently;
- A warm, calm and encouraging manner, with high expectations of behaviour and effort;
- Excellent communication skills, both written and verbal, with an ability to build positive relationships with pupils, parents and colleagues;
- Strong organisational skills and the ability to manage a busy and varied workload;
- A commitment to the wider life of a boarding prep school, including pastoral care, co-curricular activities and weekend duties;
- Energy, flexibility and a sense of humour;
- An unwavering commitment to safeguarding and promoting the welfare of children.

Experience of working in the independent sector, of teaching in a boarding environment, or of leading Forest School or another co-curricular specialism would all be welcome but are not essential.



Applying

The post is available from September 2026.

The closing date for completed applications is 0900 on Monday 18th May 2026, with interviews scheduled to take place shortly thereafter. Early applications are encouraged and we reserve the right to appoint at any stage during the process.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form, and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post;
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
- If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer or organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons, and will also be asked if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.

Invitation to interview

If invited to interview, this will be conducted in person and will include teaching a lesson with a Lower Prep class. The interview will explore suitability to work with children. All candidates invited to interview must bring documents confirming educational and professional qualifications that are relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

Conditional offer of appointment

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of professional status (such as QTS Status for teachers);
- verification of successful completion of the statutory induction period (where applicable);
- a clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed confirmation that the candidate has read and understood the school's Child Protection Policy and Keeping Children Safe in Education;
- completion of a staff suitability self-declaration form;
- undergoing safeguarding training.

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.



Perrott Hill

SCHOOL

All enquiries contact reception
on **01460 72051** or email
reception@perrotthill.com

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