



ST MARGARET'S
SCHOOL

Brief for the position of
EYFS / KS1 Class Teacher



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About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



“ A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out. ”

GOOD SCHOOLS GUIDE





The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

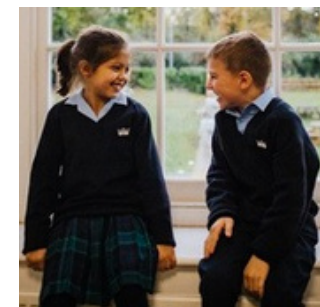
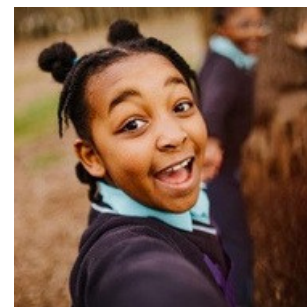


Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.





Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.





Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.



Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.



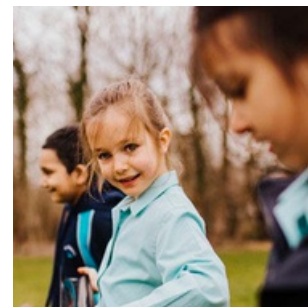


Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.



Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet eight to nine times a year following a circle form of governance. The board carry out their work and scrutiny of all aspects of school life through their regular meetings. The board is supported by a Finance, Pay and Compliance committee (FPC) which meets four times a year.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





Hours of Work: Full time

Start Date: September 2026

Summary of the Role:

We are seeking an outstanding EYFS / KS1 teacher to join our thriving Junior School. St Margaret's Junior School is part of a successful 2 to 18 through school and includes our Nursery for children aged 2 to 5 alongside Years 1 to 6. This offers a unique opportunity to teach within a coherent and ambitious learning journey, where strong foundations are built early and developed over time.

At St Margaret's, we believe that happy children make great progress. Pupils flourish because they are known, supported and challenged, and confidence is built steadily over time. We are looking for a teacher who is passionate about early education, has high expectations for all pupils, and can deliver engaging, purposeful learning that builds strong foundations in communication, early reading, mathematics and personal development.

Our curriculum balances strong academic development with a creative and enquiry led approach. Children learn through a combination of direct teaching, discussion and independent thinking, developing confidence in how they communicate, question and engage with their learning.

Set within 70 acres, our school makes full use of its environment. Outdoor learning plays an important role in developing confidence, curiosity and independence from Nursery through to Year 6. Class sizes are intentionally small, allowing teachers to know each child well and tailor learning effectively.

We welcome applications from experienced teachers and ECTs from both the maintained and independent sector. A strong induction and ongoing professional development ensure all staff are supported to grow and thrive.

All teachers contribute to the wider life of the school. For the right candidate, there may be opportunities to take on additional responsibility, including pastoral leadership.

Staff benefits include free lunch, free parking, private healthcare and access to our health centre, including early morning swimming and gym facilities.

The Role





Job description:

1. Teaching Responsibilities:

- Planning and preparing lessons.
- Teaching, according to their educational needs, the pupils assigned to you, the setting and marking of pupil's progress to be carried out by the pupils in School.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- Taking responsibility for an area of the academic or pastoral curriculum. Advising other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements. Monitoring standards including reviewing long and medium-term planning, ensuring moderation between year groups and work sampling for consistency and progression;
- Liaising closely with colleagues to ensure cross-curricular approaches, continuity and progression across year groups and Key Stages through providing advice, support and guidance; challenging and supporting others in developing professionally, both formally and informally;

- Keeping up to date with education requirements, including EYFS requirements.

2. Pastoral Responsibilities

- Maintaining good order and discipline among the pupils, safeguarding their health and safety and encouraging pupil well-being, both when they are on the School premises and when they are engaged in authorised school activities elsewhere;
- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports;
- Making records and reports on the personal and social needs of pupils;
- Communicating and cooperating with persons or bodies outside the School;

3. Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Assessing, recording and reporting on the development, progress and attainment of pupils;

- Communicating and consulting with the parents of pupils;
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

4. Appraisal

Participating in any arrangements that may be made for teacher appraisal.

5. Review: further training and development

- Reviewing from time to time your methods of teaching and programmes of work;
- Participating in arrangements for your professional development.

6. Staff Meetings

Participating in meetings at the School which relate to the curriculum for the school or the administration or organisation of the School, including pastoral arrangements.

7. Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions or lunchtimes, evenings, weekends or cover for absent colleagues.

8. Duties

Undertaking duties as assigned according to the custom of the School.

9. Timetable

The School may alter the weekly timetable from time to time depending on amongst other things the School Roll.

Job Description





10. Other responsibilities

- Accompanying pupils on trips away from the School;
- Contributing to the extracurricular life of the School;
- Attending School functions;
- Participating in assemblies and chapel services;
- Contributing to the maintenance of a stimulating working environment in School;
- Upholding the ethos and high standards of the School and abiding by the rules laid down by the School from time to time;
- Covering for absent colleagues;
- Undertaking tasks as reasonably requested by the Head of the Junior School.

This job description is not definitive and may be altered from time to time in accordance with the needs of the School.

Job Description



Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	Qualified teacher	✓	
EXPERIENCE	Able to apply strong behaviour management skills to achieve high standards of pupil conduct within a calm and nurturing environment	✓	
	Able to manage the work of a classroom assistant	✓	
	Committed to differentiating in order to get the best out of each child, according to age and ability	✓	
KNOWLEDGE	Knowledge of EYFS	✓	
	Passionate about teaching and learning	✓	
SKILLS & ATTRIBUTES	Excellent written communication skills	✓	
	Strong organisational and interpersonal skills	✓	
	Able to achieve high standards	✓	
	Enthusiastic and a team player, prepared to play a full role in the School	✓	
	Demonstrate initiative	✓	
	Be flexible	✓	
	Willing and able to communicate regularly with parents on a formal and informal level	✓	
	Commitment to the ethos of St Margaret's School	✓	
	Committed to ensuring a safe environment for all pupils	✓	

The Person



The closing date for applications is **Friday 8 May 2026 at 17:00**.

Interview Date: Thursday 14 May

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact: recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply





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