

An aerial photograph of Westbrook Hay school. The main building is a large, multi-story brick structure with a central bay window and a covered entrance. To the right is a modern glass extension. The school is surrounded by green lawns and a formal garden with a central circular pond and several rectangular flower beds with hedges. A gravel driveway is on the left, and a path leads to the main entrance. The background shows more trees and a hill.

For January 2027

CANDIDATE INFORMATION

**Key Stage Two Class Teacher
(Maternity Cover)**
Full Time

Westbrook Hay



Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 370 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs. From September 2026 we will welcome our first Year 10 cohort.

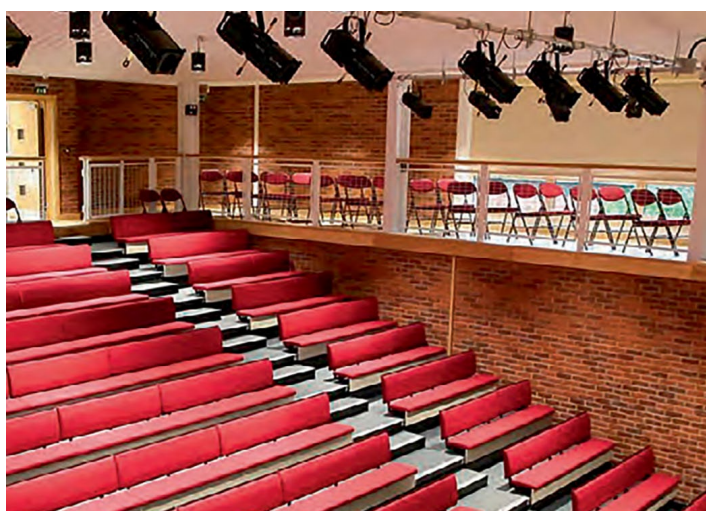
Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos. We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

We are seeking a maternity cover for a Key Stage Two class teacher who can help us with achieving our mission and thrive under this ethos, supporting our youngest pupils to reach their full potential as they move through the school.



Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers

impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.

Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. Our First Year 9 cohort are now in place and thriving.



School Structure

The school is growing to form three main sections



Pre-Prep: for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 115 boys and girls.

Prep: for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 175 boys and girls.



Seniors: currently just Years 7, 8 and 9 this section of the school consists of approximately 80 boys and girls. Under our long term strategy we will add Years 10 and 11, with the aim of having around 40 pupils in each year group.

Prep at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with learning on an individual basis.

Curriculum

In Years 3-4, pupils are predominantly taught by their Class Teacher. Largely following the National Curriculum, these lessons include: English, Maths, Science, Computing, Geography, History, PSHE and PRE. Pupils enjoy specialist teaching in Art, Design Technology, Drama, French, Games, Music and Physical Education (PE).

In Years 5-6, pupils are taught by more subject specialists. Academic progress is carefully monitored through regular assessments and Pupil Progress Meetings ensure that all children fulfil their potential. Some discreet academic setting is used within Prep, but this is flexible and centered around the needs of the cohort.

All prep pupils enjoy a large programme of weekly sport. Alongside weekly sessions in PE, where pupils also have the opportunity to swim in the outdoor pool, pupils spend three afternoons a week playing sport. Our core sports of Cricket, Football, Netball and Rugby are the focus of Games sessions, which include fixtures against other schools.

Enrichment

The prep pupils enjoy a wide variety of enrichment activities. Pupils go on regular trips to enhance their learning in a variety of subjects, recent visits include Harry Potter Studios, Hazard Alley and Hertfordshire Zoo. We also offer an exciting residential trips programme that will develop pupils' courage, independence and togetherness, these become progressively more adventurous as they move through the school. Year 3 start with 'Cosy Camping' under canvas on the school site and Year 6 finish with four nights away on a cultural trip to France.

We encourage pupils to build their confidence through performance. All pupils in Years take part in a dramatic performance and pupils in Year 5 have the opportunity to audition for roles in their annual production in the summer term. Many pupils choose to join one of our choirs of musical ensembles and take part in the 'Performance Pathway', from playing to their peers to performing in an end of term concert. The Westbrook+ after school programme offers clubs such as athletics, ballet, fencing, LAMDA, robotics, street dance and taekwondo. By giving our pupils plenty of choice, we know that we are providing them with opportunities to try something new, find their niche and to thrive.

Overview of the Role

We are seeking a candidate to join the Prep Department as a full time Class Teacher. An outstanding and inspiring teacher, the successful candidate will have a particular specialism in English and Drama. We are looking for someone who is able to build our pupils' confidence and curiosity, enjoying the opportunity to develop practice in this ambitious and successful school.

Prep Department

The Head of Prep leads the Prep Department, which is two-form entry from Years 3-4 and three-form in Years 5-6, and consists of Years 3-4 Class Teachers, Years 5-6 Form Tutors and Subject Specialists. The Head of Prep is assisted in leading this section of the school by the Prep Academic Lead and Prep Pastoral Lead, as well as working closely with the Academic and Pastoral Leadership Teams and Executive Group. The ideal candidate will demonstrate a desire to work independently and as a part of the Prep team, it is vital that they will fit in well with the hardworking nature of the existing staff.



Job Description

The purpose of this job description is to outline the main responsibilities of a Key Stage Two Teacher. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Key Stage Two Teacher is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Key Stage Two Teacher will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Key Stage Two Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

A Key Stage Two Teacher will be line-managed by the Head of Prep.

KEY RESPONSIBILITIES

Academic

- Have a deep understanding and knowledge of the Key Stage Two National Curriculum
- Have a particularly strong understanding of Mathematics and English in Years 5 and 6, but with the ability to teach all subjects, as required to a class of pupils
- Ensure that planning, preparation, recording, assessment and reporting meet their varying academic and pastoral needs
- Administer both formative and summative assessments and monitor the progress of pupils

- Encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge and rigorous record keeping
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons

Relationships with Key Staff

- Assist the Head of Prep to ensure that, individually and collaboratively, the targets within the School Development Plan, are being met
- Report academic progress to the Prep Academic Lead and participate in Pupil Progress Meetings and curriculum reviews
- Report pastoral concerns to the Prep Pastoral Lead and follow the school's Behaviour Management Policy
- Ensure individual reports are written for each child in accordance with reporting guidelines and ensuring relevant deadlines are met
- Manage the time of colleagues providing learning support in class, such as a Teaching Assistant



Other Responsibilities

- Attend and contribute positively to all meetings to which they are required to attend
- Attend Speech Day, Open Mornings and other relevant whole school events
- Be prepared to teach other subjects if required
- Be proficient in, and supportive of, using technology to support learning
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Ensure that all Schemes of Work are in place and up-to-date
- Maintain full and informative records as per school guidelines, such as the completion of Significant Conversation Forms etc.
- Organise any event, clubs, competitions and trips linked to their year group
- Participate in co-curricular school activities including clubs, day and residential trips
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure
- Provide teaching cover as required throughout the school
- Undertake any reasonable additional task in respect of the needs to the school at the request of the Headteacher

No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.



Person Specification

Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

Essential: the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

Desirable: those that would **strengthen an application** but are not strictly necessary.

Advantageous: nice to have, but not a key requirement of the role.

Qualifications and Knowledge

Educated to degree or equivalent level	Essential
Knowledge of current best practice in English learning and teaching	Essential
QTS or PGCE	Essential
Evidence of ongoing professional development	Essential
Knowledge of safeguarding requirements within a school	Essential

Skills and Experience

Ability to teach Year 5 to Year 6 English and Drama	Essential
Ability and enthusiasm to teach both boys and girls	Essential
Experience working in an educational setting	Essential
Experience of providing cover for absent colleagues and being willing to teach lessons independently	Essential
Ability to make accurate and productive use of assessment	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to take responsibility and show initiative	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of planning and leading teaching and learning activities	Essential
Experience of working in an 'all-through' school	Desirable
Experience of working in the independent sector	Desirable

Salary and Benefits

The salary will be competitive and dependent on experience.

What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'golden ticket' for assisting with an overnight event, which enables staff to apply for a half day of leave either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)



Application and Recruitment Process

The appointment is available for January 2027, although the school may wait until the following term for the right candidate.

Key Dates

Application Deadline: Tuesday 8 September 2026

Interviews will be held: w/c Monday 14 September

We reserve the right to appoint before the closing date.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for a person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

APPLY

Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.



Westbrook Hay
London Road
Hemel Hempstead
Hertfordshire
HP1 2RF

Telephone 01442 256143
Email charlotte_hearne@westbrookhay.co.uk