



**BLACKHEATH
PREP**

Form Teacher (Maternity Cover)

Information for Candidates



Part of the Eltham College
Family of Schools



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‘It is an environment in which children thrive in a whirlwind of opportunity and excellence’

Blackheath Prep Parent



Introduction

Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area. In April 2023 we were delighted to announce our merger with Eltham College to form a new family of schools.

Blackheath Prep is a remarkable school with outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art. Children go on to a range of independent and maintained secondary schools, with a large proportion (at least 50% of the cohort over the last five years) being awarded academic scholarships at schools such as Alleyn's, Colfe's, Dulwich College, Eltham College, James Allen's Girls' School, Sevenoaks School and City of London Schools and/or places at top Grammar schools such as Newstead Wood and St Olave's. A large number of children are also awarded scholarships in Art, Drama, Music and Sport.

Blackheath Prep was inspected by the Independent Schools Inspectorate (ISI) in January 2024 and received outstanding feedback about every aspect of the school. You can read the full report [here](#). *"They rightly recognised the richness and diversity of the curriculum, the culture of kindness and respect, the robust and effective leadership of the school, and the high academic standards achieved by pupils."* Guy Sanderson, Headmaster and CEO, Eltham College Family of Schools.

Our [website](#) will also provide you with a flavour of all that we offer at Blackheath Prep, from our rich and broad curriculum and excellent pastoral care, to the superb facilities and beautiful grounds.

Our Vision

To offer an education without boundaries, giving every child the freedom to shine and achieve their full potential, upholding academic excellence, sparking curiosity and a joyful love of learning, nurturing kindness and wellbeing, and creating a strong sense of community.





Our Mission

We are committed to giving every child the opportunity to achieve their full potential and the courage to strive for excellence in all their endeavours. Through innovative and inspiring teaching and a rich and varied curriculum, we aim to spark children's natural curiosity and sense of fun and adventure and to nurture a joyful love of learning.

Community is at the very heart of our school, and kindness, appreciation, collaboration and contribution are values that we work hard to put into practice each day. We encourage every child to make the most of their time here so when they complete their journey with us they are ready for the next stage of their education and have the foundation for a successful, happy and fulfilled life.

Our Values



Job Description

Job Title:	Form Teacher (Maternity Cover)
Hours of Work:	Full Time (Fixed term Contract)
Reports to:	SLT Member
Start date:	01 September 2026

Principle Role

We are seeking to appoint an outstanding and enthusiastic Class Teacher who combines academic rigour with warmth, energy and professionalism. This is an exciting opportunity to join a thriving and forward-looking school where high expectations sit alongside exceptional pastoral care, and where children are known as individuals and encouraged to aim high.

The successful candidate will be an excellent classroom practitioner with strong subject knowledge and a commitment to delivering an engaging and ambitious curriculum. They will demonstrate a clear belief in every child's potential, fostering a culture of scholarship, curiosity and collaboration within their classroom. At Blackheath Prep, teaching extends beyond academic outcomes; our teachers play a central role in nurturing character, wellbeing and a genuine love of learning.

As part of the Eltham College Family of Schools, Blackheath Prep benefits from strong cross-school collaboration and access to a wider network of expertise and opportunity. Staff are supported to develop their practice within a culture that values research-informed teaching and professional growth.

We are looking for a colleague who will contribute actively to the wider life of the school, embracing co-curricular opportunities and working collaboratively with families and fellow professionals to enrich our vibrant community.

Main Duties

AS A MEMBER OF THE TEACHING STAFF AT BLACKHEATH PREP

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters curiosity and a joyful love of learning.
- Plan, prepare and deliver high quality lessons (including remote lessons) that are appropriately paced, stimulating and challenging, in line with the School's schemes of work and curriculum.
- Identify clear teaching objectives, content, and lesson structures appropriate to the subject matter and the pupils being taught.
- Set appropriate and ambitious expectations for pupils' learning, attitudes and expected outcomes.
- Support all pupils' needs so every child achieves their full potential.
- Work closely with the SENDCo and Inclusion Manager to ensure appropriate support for children with specific learning needs.
- Where appropriate, to direct and support the work of assistants or additional adults to ensure the best possible outcomes for the children.

- Cooperate with the Subject Leads and other colleagues in the development of programmes of study, schemes of work, documentation, teaching resources, and methods of teaching and assessment.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Actively contribute to the co-curricular life of the school through involvement in clubs, outreach activities and, as required and where practically possible, residential trips.

Pastoral Care, Safeguarding and Well-being

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and kind and considerate members of the school community.
- Promote equal opportunities for pupils to participate in all areas of school life, regardless of their skill level or ability.
- Set high expectations for pupils' behaviour.
- Foster positive and productive relationships with pupils and their parents.
- Promote understanding of the school's values and policies.
- Show due regard for pupils' and colleagues' health and safety both on the school premises and when engaged in activities elsewhere.
- Act as a role model to pupils.
- Promote the general progress and well-being of pupils.
- Maintain accurate and timely records.

Supervision

- Supervise and, where possible, teach any pupils who are assigned to you for cover.
- Participate in supervisory duties before and after school, during breaks, lunchtimes, clubs and trips as required.

Assessment, Recording and Reporting

- Provide or contribute to oral and written reports on the development, effort, progress and attainment of pupils.
- Provide feedback in line with school guidance.
- Make effective use of assessment information to facilitate pupil progress and well-being.
- Communicate with parents both formally during progress meetings and informally, as required.
- Support with the invigilation and marking of assessments.

Professional Development and Appraisal

- Actively participate in arrangements for your professional development.
- Actively participate in arrangements for your appraisal.

- Review your own teaching methods and use of resources.
- Keep up to date with current pedagogy and best practice.
- Attend and actively participate in courses, workshops, INSETs and Staff Meetings.

Relationships with Parents and the Wider Community

- Maintain positive and courteous working relations with pupils, parents and colleagues and other members of the wider school community.
- Arrange and record meetings with parents and carers about issues of concern and ensure that colleagues are aware of these matters, responding professionally, sensitively and appropriately.
- Take part in the life of the school by attending assemblies, house meetings, plays, concerts, School events, Open Mornings, fixtures, parent information evenings and other events as required.
- Participate in presentations to parents, as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct and all stated policies and practices of the School.
- To supply appropriate material for the newsletter, website and school publications.
- Maintain confidentiality and protect all school data, only sharing it with necessary parties.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- Contribute to the wider life of the School, either by leading or contributing to the leadership of a curriculum subject or area of the School.

It is understood that areas of responsibility are from time to time subject to review and we retain the right to alter it in line with annual needs.



Terms of Appointment and How to Apply

Safeguarding

Blackheath Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Blackheath Prep is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Blackheath Prep - Tes Jobs](#)

Closing date for applications is **8am, Thursday 9 April 2026**

Short-listed candidates will be invited to attend an interview on Friday 8 May 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.blackheathprep.co.uk & www.eltham-college.org.uk.