



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Prep Form Teacher (Year 5)



TEACHING IN PREP AT WINDERMERE SCHOOL

At Windermere School, we believe that education should inspire curiosity, creativity, and courage. We are seeking a skilled and enthusiastic Year 5 Form Teacher to join our dedicated Prep School team, working within a community that balances academic rigour with character development, wellbeing, and outdoor learning.

Located in the heart of the Lake District National Park, a UNESCO World Heritage Site, Windermere School offers a truly distinctive environment for teaching and learning. Our setting provides daily opportunities for exploration, discovery, and reflection, enabling pupils to connect their learning to the natural world and to themselves.

As an IB World School and a member of the Round Square network, we are committed to developing internationally minded learners who approach the world with compassion, curiosity, and integrity. Our Prep School curriculum encourages inquiry, independence, and resilience — ensuring that every child develops the confidence to think deeply, act responsibly, and embrace challenge.

The Year 5 Form Teacher plays a central role in guiding pupils academically, socially, and personally. You will:

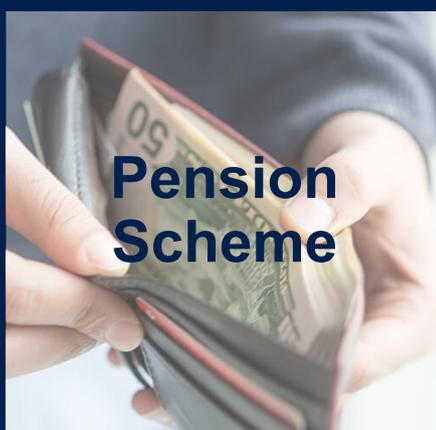
- Teach across the primary curriculum, setting high expectations for progress and achievement
- Nurture the wellbeing and character of each pupil, promoting kindness, respect, and curiosity
- Contribute actively to the life of the school, including our outdoor learning and adventure programmes
- Work collaboratively within the Prep team to share best practice and continually enhance learning experiences

We are looking for an inspiring educator with experience of teaching in a primary setting, a commitment to inclusive practice, and a genuine enthusiasm for education that extends beyond the classroom.

At Windermere, we are equally dedicated to the growth of our staff. You will benefit from a culture of professional learning, access to IB and Round Square networks, and opportunities to develop your skills within a forward-thinking, supportive environment.

If you are passionate about helping young learners thrive in an environment where intellectual curiosity meets outdoor adventure, we warmly invite you to apply.

THE BENEFITS OF WORKING AT WINDERMERE



Windermere School offers a generous employer pension contribution



Free and delicious three course lunch daily



Up to 70% for full time permanent teaching staff



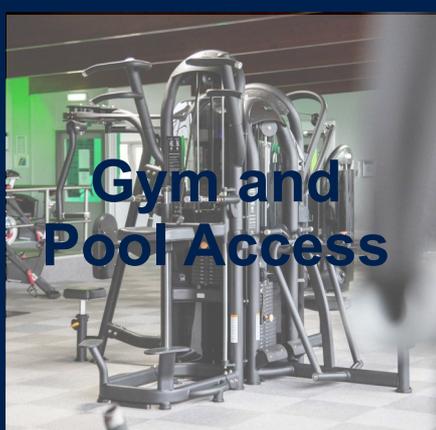
24-hour independent helpline for staff



Free onsite parking provided for staff across all campuses



Positive Appraisal System with support for staff development training



Staff discount at local gym and pool



A work laptop provided for all teaching staff



Free Nespresso coffee machine, tea and snacks provided in the staff room

SUMMARY OF THE ROLE

Job Title

Prep Form Teacher (Year 5)

Accountable To

The member of staff is ultimately responsible to the Head of Pre-Prep & Prep for the performance of their duties

Position Type

Part Time

Closing Date

18 November

Interviews

Interviews will take place on receipt of application. Applications can only be accepted on a fully complete school application form. Applications before the deadline may be interviewed sooner.

Job Overview

As a Year 5 Form Teacher the post holder has responsibility for the overall effectiveness of your performance in the Prep team working harmoniously within the departmental team. Every teacher is a role model, setting high expectations and making the best use of resources to secure excellent outcomes in teaching. They will act as an ambassador in promoting and celebrating the work and achievements of pupils within the Pre-Prep & Prep. Experience of teaching within primary is essential.



JOB DESCRIPTION

This job description applies to all members of staff who teach, whether on a full-time or a part-time contract.

RESPONSIBILITIES

- To have a teaching time of 50% FTE, over 5 days a week.
- To teach his or her class/subject(s) under the direction of the relevant line manager and to be available throughout the school year.
- To be responsible directly to the Head of Pre-Prep & Prep in academic matters and to prepare all relevant lessons and schemes of work.
- To have responsibility for a named subject area, driving the curriculum and implementing new initiatives as approved by the Head of Pre-Prep & Prep.
- To ensure pupils are well prepared for all assessment required, delivering lessons with enthusiasm and imagination.
- To set, mark and return prep (homework) and other academic assignments, in accordance with the school requirements.
- To comply with reporting deadlines and to report accurately to parents in accordance with the School's reporting procedure.
- To deliver lessons that ensure all pupils make progress in their learning and to maintain a purposeful, safe learning environment.
- To attend and lead staff meetings and share in the development work of Pre-Prep & Prep.
- To work with their line manager in ensuring high standards in the layout and presentation of classroom areas, including the creation of effective teaching displays.
- To lead or assist with trips and other extra-curricular events as required.
- To be punctual for all lessons and commitments and expect the same from pupils.
- To participate in the School's Continuing Professional Development scheme and take part in in-service training as and when appropriate.
- To attend Staff Meetings, meetings with parents and other such official occasions as may be determined by the Head of Pre-Prep & Prep.
- To be responsible for your own Health and Safety and that of the pupils in your care, reporting any concerns to your line manager.
- To familiarise yourself with the School's Health and Safety policies and procedures, including risk assessments and safe methods of work specific to your faculty.
- To maintain good order and discipline amongst pupils, to safeguard their health and safety and, when appropriate, to check their attendance in class and elsewhere in School.
- To subscribe to the ethos of the School and to its aims as set out in the School Development Plan.
- To comply with all school procedures as set out in Staff Handbook.
- To provide a good role model for pupils.
- To help cover short-term absence of staff as part of the cover system and to assist with the supervision of pupils as necessary.
- To help supervise sessions, such as Induction at the start of term, required for the organisation and smooth running of the academic curriculum.
- To participate in the weekly the Activity programme of the School as required as well the staffing of any additional curricular activities and events, e.g. expeditions, team fixtures, rehearsals, etc.
- To undertake pastoral, administrative and general duties for all pupils in the class.
- To assist with School duties. These will include:
 - Marketing events
 - Open Days and Prize Day
 - General lunch and breaktime duties.

- To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
- To attend briefings and morning assemblies.
- To perform whatever additional duties may reasonably be required by the School.

SAFEGUARDING RESPONSIBILITIES FOR ALL STAFF

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding 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 children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School operates a No Smoking and Vaping policy within its buildings and grounds.

JOB SPECIFICATION

Education	
QTS or equivalent	Essential
Degree	Essential
Teaching and Learning	
Able to teach full primary age-range of ability	Essential
Experience of teaching Mathematics and English in Key Stage 2	Essential
Able to use a range of strategies to promote learning	Essential
Understanding of a range of assessment for learning approaches	Essential
Able to develop positive and meaningful relationships with pupils	Essential
Able to maintain high standards of discipline and encourage good behaviour	Essential
Able to make appropriate use of ICT for learning	Essential
Understanding of using data to inform planning and improve pupils' performance	Essential
Able to communicate with pupils, parents and carers about pupil's progress	Essential
Evidence of pupils taught making excellent progress	Essential
Able to develop best practice through wide range of imaginative approaches	Essential
Participation in and development of extra-curricular activities	Essential
Engaged with developments in teaching and learning strategies to raise achievement	Essential
Personal and leadership Qualities	
Enthusiasm	Essential
Team player	Essential
Reliable and honest	Essential
Flexible	Essential
Well organised	Essential
Ability to communicate clearly and concisely, orally and in writing with a wide range of people	Essential
Able to motivate and challenge others	Essential
Ability to liaise effectively with external organisations	Essential
Ability to prioritise own workload and work independently demonstrating strong organisational skills	Essential
Ability to demonstrate a flexible attitude and approach to tasks	Essential
Commitment to safeguarding and promoting the welfare of children and young people	Essential
Willingness to undergo appropriate checks, including enhanced DBS checks	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and parents	Essential
Ability to form and maintain good professional relationships with families, staff and other professionals	Essential
A willingness to demonstrate commitment to the activities, values and ethos of the school	Essential
An ability to smile and laugh!	Essential



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