



# PORT·REGIS

## Year 3 or 4 Class Teacher

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We seek a Teacher who will deliver outstanding and inspiring English, Maths and Humanities lessons as a Year 3 or 4 Class Teacher. This role also comes with the opportunity of a leadership role as 'Head of Lower School (Years 3 and 4)'.

The successful candidate will have an inspirational teaching style, excellent communication and organisational skills and an unstinting belief in the benefits of instilling a love of learning in every child.

This is an exciting opportunity for an inspirational and passionate teacher to join our talented team. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

We welcome applications from Early Career Teachers.

### Remuneration and Benefits

The successful candidate can expect competitive pay and pension arrangements as well as the following benefits. Single/double occupancy accommodation can also be provided on site if desired, in exchange for weekly/weekend boarding duties. Please contact the Director of HR ([hr@portregis.com](mailto:hr@portregis.com)) for further details.

- An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

We welcome applications from candidates wishing to work full or part-time, term time only (34 weeks a year). Please specify your preferred working arrangements in your covering letter.

In order for the role to be full-time, the successful candidate would need to be willing to coach sport during games sessions and matches for a few hours in the afternoons. It will be a requirement of this role to work on Saturday mornings from 9.30-12.30 to support the Lower School's PR Plus enrichment programme. The teaching day at Port Regis runs from 08.00-18.00 Monday to Friday (although there will be non-

contact time during those hours) and 9.30-12.30 on a Saturday. Full-time staff get a half day off during the week.

### Start Date

September 2025

### Job Description

Reports to: Head of Lower School

*These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.*

- Teach English, Maths and Humanities lessons as a Year 3 or 4 Class Teacher.
- Plan and deliver stimulating lessons.
- Work co-operatively with other team members in the department on departmental events and issues.
- Refer to the programmes of study and schemes of work that are in place.
- Plan individual lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in the classes taught.
- Liaise with other departments as appropriate.
- Mark and assess pupils' work effectively and report accurately on their development, progress and attainment.
- Maintain an attractive and stimulating classroom environment.
- Maintain high standards and a learning experience that is pleasurable and exciting.
- Contribute to the wider life of the school. This will include tutoring, after school hobbies, preps (supervised homework sessions), cover duties, break/lunch supervision, games or boarding duties, 1:1 lessons, INSETs, school events, parents' meetings, and contributing to our PR Plus Enrichment programme on Saturday mornings.
- Be available to communicate with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy.
- Adhere to the school's policies as published and updated from time to time.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Undertake any other duties as may reasonably be required by the Headmaster.

## Person Specification

### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- Ability to deliver high quality education, progress and attainment for children of all abilities in Years 3 and 4
- Ability to inspire children in the classroom and beyond
- Exceptional subject knowledge
- Strong classroom management
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure

### *Desired*

- A teaching qualification (QTS, PGCE, BEd or equivalent)
- Experience of teaching Year 3 or 4
- Willingness and ability to coach games

## Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert at your earliest convenience and to arrive **before 08.30 on Monday 3 March 2025**. **Early applications are encouraged**. We would be interested to know of any additional skills or experience you could bring to the school e.g. sports coaching, boarding duties etc. Please provide any relevant details in your covering letter. Please also confirm if you would like to be considered for a leadership position of 'Head of Lower School'. Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

## Safeguarding and Child Protection

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

## Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster