



EDGBASTON HIGH SCHOOL

Y4 FORM TEACHER

Full time starting in January 2026, initially for 2 terms



EDGBASTON
HIGH SCHOOL

INFORMATION FOR APPLICANTS

HISTORY

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

GOVERNANCE

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

MODERN AND AMBITIOUS

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

SCHOOL SITE AND FACILITIES

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Outdoor classrooms
- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

PUPILS

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





WORKING AT EDGBASTON HIGH SCHOOL

PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

BENEFITS

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

HEALTH AND WELLBEING

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

ETHOS

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.

THE PREP SCHOOL

With every new experience at EHS, each pupil learns more about herself and the world around her, gaining the confidence to try more, discover more, and use her own initiative. Most of all, education here is exciting and challenging. From the very earliest days, our girls embrace their learning with enthusiasm. Curriculum subjects are, of course, essential, but we believe that studying them means doing things we enjoy. This is a major reason why children find it so easy to settle in and become part of our family. Our Prep School is a happy, lively community, where we bring out the best in all pupils, both academically and personally.

From Year 1, all our pupils study the core and foundation subjects of the National Curriculum to standards above national levels. One of the benefits of being a 'through school' is that our girls also have access to facilities and specialist teacher expertise not found in stand-alone Prep Schools. The development of leadership skills is actively encouraged during their time here and all girls have the opportunity to take on positions of responsibility at an early age.

The Prep School has specialist subject rooms including two fully equipped Computer suites, with a green screen, an Art Studio, Language Room, Science Laboratory, Prep Hall and fully stocked Library which is used regularly by classes. All Prep pupils have an iPad which allows us to deliver a blended-learning approach.

Music is taught by specialist teachers in the Music School and the girls are given numerous opportunities to perform to their peers and parents. This includes the Carol Service, class assemblies, Tea Time Concerts for Years 3 to 6, Whole School Concerts, Summer Concert and the Year 6 Production. There are also some opportunities to collaborate in projects with the Senior School.





PREP FORM TEACHER

Job Description

Reports to: Head of Pre-Prep and Prep

Direct reports: Teaching Assistants

Key Tasks and Responsibilities

Principal Purpose

- To support the Head and Deputy Head of the Prep School in the delivery of the curriculum
- To assist in the provision of a high standard of care for children placed in the Prep School in a way that meets their physical, social, emotional, intellectual and developmental needs.
- To be the first point of contact for parents, staff and girls in matters relating to welfare and discipline of the form.
- To teach relevant subject material and enable each pupil to achieve her full potential in line with the aims of the School.
- To adhere, with guidance, to all Policies and Procedures.

Responsibilities:

- To plan effectively, teach appropriate lessons, and to set appropriate homework, making use of digital resources appropriately to facilitate learning.
- To mark and assess girls' work and, as appropriate, to identify future planning.
- To take responsibility for the pastoral care and progress of the form, and to attend the relevant parents' evenings.
- To take registration twice a day according to school policy.
- To organise whole form activities and form assemblies as requested.
- To liaise fully with other form teachers in the Year Group to ensure consistency of standards across the Year.
- To mark and carry out administration for the form's school examinations and to ensure all record keeping and assessment relating to the work of the form is up to date.
- To be aware of relevant curricular developments under the guidance of curriculum co-ordinators.
- To write and collate annual school reports for the form as required.
- To be responsible for general form room organisation and displays of work.
- To undertake break time and school duties as requested by the Head and Deputy Head of Preparatory School.
- To co-operate in peer lesson observations relevant to performance management and fulfil the requirements of the school's professional development policy.
- To contribute to the wider aspect of school life, including co-curricular clubs and activities, residential trips and School events such as Open Days.
- To carry out any other reasonable duties at the request of the Head of Preparatory School.



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As a member of the Prep Staff:

- To be familiar with EHS Prep School's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- To be aware of and comply with policies and procedures relating health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To act in a professional manner at all times, supporting the school's ethos and values.
- To carry out any other reasonable duties at the request of the Head or Prep and Pre-Prep or the Headmistress.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/ work/aims of the school.





PREP FORM TEACHER Person Specification

Competencies

- Common sense and initiative – Essential
- Good communication skills – Essential
- Ability to deal with information sensitively and confidentially – Essential
- Good record keeping – Essential

Knowledge and Experience

- Knowledge of KS2 curriculum – Essential
- Knowledge of KS1 curriculum – Desirable
- Experience of working in an Independent School – Desirable
- Experience or a willingness to deliver PE and Games (including Swimming) – Desirable
- Experience of digital teaching and learning – Desirable

Education and Qualifications

- Recognised undergraduate or postgraduate degree – Essential
- QTS – Essential
- Paediatric First Aid and NRASTC qualifications would be useful (training can be provided)

Personal attributes

- Passionate about and dedicated to providing an outstanding educational experience
- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational and administrative skills
- Sensitivity to others and the ability to work co-operatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively
- Good IT knowledge – including the use of Apple products
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Shares the School's values and is committed to the School's vision
- Ability to deliver feedback effectively
- Wholehearted commitment to the life of a vibrant school community





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HOW TO APPLY

We are looking for an ambitious, enthusiastic and kind teacher who is passionate about education and who recognises its pivotal role in a child's development. We would be especially pleased to hear from applicants who are digitally literate and capable of delivering the ICT curriculum and those who would be interested in being involved with our Swimming squad.

This position is full-time, starting in January 2025. It is initially a fixed term position for the Spring and Summer Terms, with the potential to become permanent after this. Initially, the position would be as a Year Four Form Teacher but if made permanent, there is scope to move to another year group within KS1 or KS2.

We will consider applicants wishing to work 4 or 5 days per week.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School. All other attributes will be assessed using the contents of the application form, at interview and with the professional references.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.

Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.





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Applications, addressed to Mrs Nina Hobson (Head of Prep and Pre-Prep), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer,
Ms Corinna Gregory:
recruitment@edgbastonhigh.co.uk

If candidates prefer to send their application by post,
it should be addressed to:

Corinna Gregory, HR & Compliance Officer
Edgbaston High School for Girls
Westbourne Road
Edgbaston
Birmingham B15 3TS

The closing date for applications is **9am on Friday 3rd October 2025.**

Interviews will take place at Edgbaston High School for Girls during the week commencing 6th October.

Successful candidates will be invited to a formal interview and to prepare a lesson based on a specific brief.

There will also be an opportunity to tour the Prep School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



EDGBASTON
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Independent Education for
Girls aged 2.5 - 18 years

PRE-PREP PREP SENIOR SIXTH FORM