



ST PHILIP'S SCHOOL



Reception Teacher EYFS Lead

for September 2025

Information for applicants

St Philip's School

St Philip's is a small Roman Catholic preparatory school for approximately 100 boys aged 4-13. It was established in 1934 and is still located on its foundation site in the heart of Kensington in central London. In 2024, the school began a three-year expansion phase that will see it become a school for approximately 150 boys aged 4-13.

The school offers a broad and balanced curriculum that combines a strong academic, moral and religious education with a range of creative and sporting opportunities. It aims for every pupil to feel a valued member of the school community and to have a sense of being personally nurtured. Having experienced this, we hope that each boy is inspired to respond to others in a similar fashion.

Boys leave St Philip's and go onto the senior school that is best-suited to their individual needs. The school enjoys strong links with all the senior schools it feeds, and counts among those the greatest schools in England.

Since 2019, almost half of our boys have moved onto Eton, Harrow, City of London or Dulwich.



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The role

Teaching of literacy, numeracy and Humanities to boys aged between 4 and 5 (Reception) to the levels required by a Central London prep school that prepares its pupils for ISEB Common Pre-Tests (taken in Year 6), Common Entrance (taken in Year 8), and Eton/St Paul's scholarships (taken in Year 8).

Academic responsibilities

- To teach, as reasonably required, by the Head
- To develop and build upon appropriate schemes of work, available for inspection by the Deputy Head, which set out challenging and appropriately differentiated work for all pupils
- To maintain order, discipline and calm in class to ensure effective teaching and learning
- To integrate ICT into teaching and learning, available for inspection by the Deputy Head (Academic)
- To develop cross-curricular links with other subjects as well as PSHCE
- To organise and/or attend curricular-enriching trips
- To produce wall displays which change on a termly basis
- To mark pupils' class work and prep, in line with School policy
- To prepare thoroughly for inspections

Administrative responsibilities

- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To liaise closely with colleagues and the SMT as required
- To attend staff meetings as required, adhering to the procedures and protocols published in the staff handbook
- To manage any departmental budget

Pastoral care

- To set and maintain clear expectations of behaviour in all classes and cover lessons
- To follow and support the School's stated policies on rewards and sanctions, anti-bullying, safeguarding and child protection
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head (Pastoral)

Health and safety

- To complete risk assessments as required
- To prepare for and respond to inspections of health and safety, internal and external

Personal conduct

- To welcome prospective parents and visitors into lessons at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos

General responsibilities

- Duty to promote and safeguard the welfare of the boys.
- Acting as a form tutor for a small group of boys, overseeing their day-to-day pastoral development and communicating with their parents.
- Supervision duties as required.
- Provision of an after-school activity (3.30pm to 4.30pm).
- Provision of an attractive and well-ordered environment, encouraging pupils' pride in their display of work
- Attendance at relevant courses in the interests of staff development
- Attendance at any out of school functions, training or duties as required by the Head Master

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

Hours

This job is full time. The School opens from Monday to Friday at 8.00am and closes at 5.00pm.

The person

The person will have the following qualities:

- Ability to teach English and Mathematics to a high standard to boys in Reception to Year 3.
- Ability to teach across a wide ability range.
- Ability to inspire boys in finding enjoyment in their learning and to guide boys in laying strong foundations for their learning in Key Stages 1, 2 and 3
- A good level of competency in the use of IT in the classroom and beyond.
- Willingness to contribute to the life of a busy, happy and ambitious London day school on a wide variety of fronts
- Ability to be supportive of the School's Catholic ethos.
- Ability to take their work seriously but retain a light and open disposition, and to contribute wholesomely to a positive and optimistic working environment

Safeguarding and child protection

St Philip's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

How to apply

Candidates should complete the application form and email it with a brief (**one page only**) letter of application addressed to the Head Master, Mr Alexander Thomas.

Candidates should include in the letter details of personal qualities and experiences relevant to the post and how they meet the person specification for the role.

Email office@stpschool.co.uk

An additional CV or supporting statement is not required.

The closing date for applications is Monday 17th March. Applications will be assessed upon receipt. We reserve the right to interview and appoint before the closing date.



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ST PHILIP'S SCHOOL
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APPLICATION FORM**

Leading Catholic primary school for boys aged 4 to 10,
welcoming pupils from all denominations or none.

RECEPTION CLASS OPENING IN SEPTEMBER 2024
A not-for-profit independent charitable trust

stpschool.co.uk admissions@stpschool.co.uk 0207 373 3944



ST PHILIP'S SCHOOL

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