

**JOB TITLE: KEY STAGE 2 FORM TEACHER**

**REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL  
INFORMATION FOR CANDIDATES**

Role commences: **September 2026**

---





## REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's Preparatory and Choir School (RSM) was founded in 1950 to provide an education for choir boys who sang at St Mary's Church in Reigate. Choirmaster, Godfrey Searle, bequeathed his house, Sunnyside, for the establishment of the school along with a trust fund to ensure the continuation of the choral legacy.

Today, RSM is a modern, forward thinking coeducational junior school and Godfrey Searle's Sunnyside house forms part of a wonderful 15 acre school site with modern buildings, playing fields, playgrounds, nature areas, dens and a Forest School. It is located in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs, an area of outstanding natural beauty.

RSM is part of the Independent Association of Preparatory Schools (IAPS) and, in 2003, became a junior school of Reigate Grammar School (RGS), a multi award winning coeducational senior school, named Tatler School of the Year 2020. RGS is located just a few minutes' walk away and this close proximity allows RSM to make use of their many facilities and resources. Approximately 80 percent of children transfer to RGS at 11 years old, and the remaining leavers join other top senior schools in the locality.

RSM has approximately 360 boys and girls ranging from 2 ½ to 11 years old. The school provides an inspirational and exciting education preparing children for happy and fulfilled lives. Academic outcomes are excellent and this is achieved within a warm and caring environment by developing close relationships with children and their families. RSM children know they are truly valued and this gives them the confidence to take challenges, learn from mistakes and ultimately reach their full potential. RSM was shortlisted for Independent Preparatory School of the Year 2020 in recognition of this.

The school takes a growth mind-set approach to education and the curriculum reflects the importance of a breadth of study in preparing children for exciting future careers. Education for Social Responsibility (ESR) is at the heart of this and Headmaster, Marcus Culverwell, leads ESR for IAPS schools nationwide. The aim is to produce confident, resilient and creative young people who care deeply about a sustainable and equitable future for everyone. Sustainability issues are prioritised and RSM is an Eco School with Green Flag status.

There is significant and ongoing investment in technology throughout the school and IT is embedded in all teaching. Classrooms are exciting and inspiring places where children use technology to explore. There is an impressive IT lab and Mac suite and the school's Lego robotics team has been worldwide finalists in Lego robotics competitions many times.

Children play a variety of sports and the school site has four football pitches, a hockey pitch, two multipurpose courts, an artificial cricket strip and a 200 metre running track. The school also has use of RGS's impressive sports grounds at Hartswood. A strong extracurricular programme, with over 50 clubs on offer each week, provides extra sporting opportunities as well as a broad range of other popular clubs such as dance, chess, martial arts and craft. An emphasis on outdoor learning means the children spend as much of the timetable as possible learning outside in the grounds and Lower School children enjoy regular Forest School sessions in addition to this. Every child is a member of one of four well established Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Music is an important part of life at RSM with a strong peripatetic music programme and a range of choirs and ensembles. There are many productions and performances throughout the year and children regularly perform within the community and at local festivals.

The school was rated "EXCELLENT IN ALL AREAS" at the last ISI inspection in March 2023. The reporting Inspector was impressed by the warm relationships throughout the school modelled by passionate staff.

**"PUPILS ARE CONFIDENT, CURIOUS LEARNERS WHO ARE ENCOURAGED TO BE CREATIVE AND TAKE RISKS WITH THEIR LEARNING".**

**"EARLY YEARS CHILDREN RAPIDLY GAIN A BROAD RANGE OF SKILLS AS THEY ENGAGE WHOLE - HEARTEDLY IN ACTIVITIES THAT COVER ALL AREAS OF LEARNING."**

**ISI INSPECTION REPORT 2023**



## JOB DESCRIPTION

### TEACHING

- To be an outstanding teacher who will make a significant contribution to our loving and creative school community.
- To be responsible for the pastoral care and day to day administration of a Key Stage 2 class, (final timetable is still to be decided), to include maintaining the register and distribution of weekly information liaising closely with colleagues, parents and carers
- To be responsible for the teaching of a stimulating topic-based curriculum, with integrated IT, as appropriate to all ability levels and with effective differentiation, as per the school timetable
- To teach some other lessons as part of the school timetable outside of their own class
- Assess, monitor, record and report on the learning needs, progress, and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching daily to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Use the school's on-line learning platform
- Participate in arrangements for preparing pupils for external tests, where relevant
- To have high expectations and a commitment to securing outstanding progress for all learners across all subjects taught
- To have a full understanding of the SEND policy and apply this in the class context
- To support pupils with SEND following agreed professional or SENCO advice
- To meet weekly with your year group colleague/s for consistency and a fair share of the planning and delivery of the curriculum across all classes
- To liaise with parents and colleagues, in accordance with the school's pastoral care policy
- To assess, record and report on children's progress and attainment in line with school policy, including standardised tests
- To check daily the home/reading diary and thereby maintain close links with parents/carers, and supply reading books

and other appropriate homework, where necessary

- Write termly parents evening reports and attend parent's evenings as required
- Write annual reports for the form group and other pupils whom you teach
- Create and maintain a safe, tidy, and stimulating visual class environment
- To help prepare for open mornings and attend parent consultation evenings as required
- To attend staff meetings and any meeting that directly relates to Key Stage 2, or a relevant aspect of school life, where required
- To supervise daily, lunch sessions and other break duties as timetabled
- To participate in any other duties that relate to the well-being of the class
- Cover lessons in the absence of colleagues, as part of a rota
- Accompany groups on outings, at the Headmaster's request
- Organise and run an after school extra-curricular activity each week, for two terms each year
- Communicate effectively with parents and carers regarding pupil's social and academic progress, offering an open door to work closely with parents
- Using the daily pupil diary, check that work is up to date and messages are received and communicated
- The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

### GENERAL

- Uphold the school's charter of values
- Support the Head in promoting the school's Christian ethos
- To promote equality, inclusion and diversity within the classroom and wider school community
- Be a role model and insist upon good manners and courtesy
- Assisting the SLT in other management tasks, in times of pressure/staff absences
- To use assessment information and pupil progress data to inform planning, interventions and next steps for learning



## JOB DESCRIPTION CONTINUED

### THE PERSON

- Possess excellent interpersonal skills to communicate effectively with children, staff and parents/carers
- Have a growth mindset approach to pupils and development
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Will develop effective and positive professional relationships with colleagues

### HEALTH, SAFETY AND DISCIPLINE

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### PROFESSIONAL DEVELOPMENT

- Take part in the school's appraisal process
- Take part in further training and development to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### PERSONAL AND PROFESSIONAL CONDUCT

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### QUALIFICATIONS/SKILLS

- Educated to degree level, with a primary teaching qualification and proven track record of success
- Good communication skills
- Good IT skills

### QUALITIES

- Efficiency, commitment, a sense of humour
- The initiative to work on his or her own, but the sensitivity to work as part of a team
- The vision to develop their teaching within the curriculum
- Confident, but sensitive to pupils and parents needs
- The ability to work under pressure
- High expectations and good planning skills
- Experience of good practice
- In sympathy with the school's Christian ethos

Above all, the successful candidate must care about the education of young people.

The ability to coach team sports, drive a mini-bus and referee inter-school competitions, would be advantageous

Although a day school, some activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.



## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Reigate Grammar School has its own salary scale which is substantially above the national scales.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency which is transferable between all UK schools.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Children of teaching staff may be educated at Reigate Grammar School, Reigate St Mary's Preparatory and Choir School, Chinthurst School or Micklefield School at substantially reduced rates. Candidates are invited to enquire about this at interview.
- Candidates are invited to enquire about this at interview.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. Reigate Grammar School 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 (available on our website) and are required to declare any criminal convictions, 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 Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

### APPLICATIONS

Applicants are asked to complete the teaching Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement addressed to the Headmaster as soon as possible and by **9.00am on Wednesday 4 February 2026 at the latest.**

Please do not send a separate curriculum vitae. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date. Shortlisted candidates will be invited for interview.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES or another source.

Applications should be addressed to The Headmaster and sent (by letter or by email) to the address below.

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigatestmarys.org](http://reigatestmarys.org)

### EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.



## SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

### By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

### By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

### By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

