

# KEY STAGE 2 TEACHER FULL TIME INFORMATION FOR CANDIDATES



TWYFORD  
SCHOOL

Available from September 2026



Application Closing Date  
9.00am on Monday 2nd February 2026  
(we reserve the right to close the application early)

Interviews  
11th or 12th February 2026



## Welcome



A very warm welcome to Twyford and I am delighted that you are considering joining our exceptional community as a Key Stage 2 Teacher.

Twyford is one of the oldest (possibly the oldest) and most prestigious prep schools in the country, educating well over 400 children. It is a dynamic and exciting place to work with a highly committed and talented staff body. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I wish you every success in the upcoming interview process.

**Andrew Harvey** Headmaster

## About Twyford

Through a narrow gap behind a high wall in the village, you encounter a vast horizon of rural beauty and a fabulous 18th century Queen Anne building. This is Twyford School, a co-educational day and flexi boarding prep school set in 30 acres of Hampshire countryside in the beautiful South Downs, three miles from the historic city of Winchester.

Twyford is one of the oldest prep schools in the country, possibly the oldest, having moved to the present site in 1809 after many years elsewhere in the village. We are proud of our heritage and the beautiful history and architecture around the School. The worn stone steps in the corridor to Upper School are a wonderful reminder of the hundreds of years of education provided at Twyford. We embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others. At Twyford a child that becomes adept at 'kindness' is celebrated as much as the academic, artist, budding actor, athlete or the musician. With so much on offer for all ages from 2 to 13, every girl and boy quickly finds something that they are good at and enjoy.

We are also proud of having some of the most modern facilities and forward thinking approaches to education. Classrooms are modern, bright and well-equipped with the latest technology. Our impressive facilities include music rooms, performance spaces, sports hall, swimming pool, science labs, DT labs, cookery school, 83 bed boarding facilities and much more besides, and our sports and outdoor facilities are simply outstanding.

Every teacher at Twyford shares a deep passion for the education and happiness of our children. Understanding that mental and physical development happen at different stages for different children is at the heart of a Twyford education. We shape and nurture each individual learning journey so children never feel overwhelmed, but maintain their confidence and enthusiasm for creative learning throughout their time here. Our outstanding teaching team draws on this belief to bring out the best in our children, inspiring a self-belief that serves them so well for life.

Our role here at Twyford is to give each child the most complete education – academic, cultural, emotional, physical – so that they, each and every one, can have the best start at living their best life, for themselves and for others. It is as simple as that.





## The Role

Twyford School is looking for an inspirational, innovative and engaging class teacher to join our exceptional and dedicated team. This individual will teach a varied timetable of core and wider subjects to prepare our young people for their senior schools.

The successful candidate will be expected to play a part in the pastoral, extra-curricular and wider areas of School life. The ability to contribute to the coaching of games and/or outdoor pursuits will be an advantage.

This is an exciting opportunity to join a thriving, supportive team and we would welcome applications from experienced teachers as well as those starting their careers. We provide excellent support ECTs.

### Job Purpose:

You will be responsible for delivering an engaging curriculum. Lessons are expected to be of high quality, with focus on Quality First Teaching and with emphasis on positive reinforcement. You will also ensure that all appropriate schemes of work are in place (liaising with Prep school colleagues), and plan individual lessons appropriate to the needs of the pupils in the classes taught.

The role is full time.



### What we offer:

- Twyford School has its own competitive salary scale and pensions options.
- 34 week school year (including INSET days) across 3 terms, with 7-8 exeat weekends and extended school holidays throughout the academic year.
- Highly motivated pupils with lessons taught in small groups.
- Access to extensive professional development opportunities.
- Workplace pension.
- Free Death In Service & Critical Illness benefit.
- Staff fee remission (following successful completion of the probationary period and subject to the School's usual admission criteria being met).
- Freshly cooked lunch, snacks and tea and coffee.
- Staff swimming sessions in our indoor swimming pool.
- Cycle to work scheme.
- Employee Assistant Programme.
- Free parking.
- Probationary period - two terms

## Job Description

### Reporting to:

Deputy Head Academic via the Head of Year

### Key Responsibilities

- To provide a stimulating working environment for pupils both inside and outside of the classroom.
- To follow the guidance of Learning Support Specialist Teachers to ensure pupils with specific needs make best progress.
- To monitor, record and report on the children's progress in accordance with the policies of the School.
- To maintain good order and discipline in the classroom and around the School by promoting the School's Values and Learning Qualities, as well as safeguarding, health and safety.
- The person appointed must respect the position of trust and responsibility attached to the post and be aware of the sensitive and confidential nature of much of the information to which they have access.
- To establish good working relationships with all staff and to liaise with them as necessary.
- To build and maintain co-operative relationships with parents and communicate with them on pupils' wellbeing, learning and progress.
- To be part of the weekly duty team including an evening boarding duty and Saturday school.
- To play a full part in the life of the School.

### Form Teacher Duties

- Take daily registration and maintain accurate attendance records
- Monitor the academic, social and emotional well-being of pupils in the form group
- Act as first point of contact for parents regarding pastoral or general issues
- Support pupils with personal organisation, homework and school routines
- Deliver PSHE and form-time activities that promote personal development and British values.



This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and it will be reviewed annually by the Headmaster.

October 2024



## Job Description

### All staff are expected:

- To follow and promote the School's code of conduct, safeguarding policy and other school policies and procedures.
- To ensure the wellbeing of all pupils is their highest priority.
- To contribute to the day-to-day running of the School, having due regard for the Health and Safety of self and others and to comply with the School's Health and Safety Policy.
- To take an active role in ensuring the realisation of the School Development Plan.
- To treat each pupil and each other as individuals with courtesy and respect.
- To take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.
- To carry out any other reasonable duties as requested by the Headmaster or Bursar.



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## Person Specification

We are looking for a talented teacher who wants to be part of a modern, progressive and dynamic school which promotes excellent

### Education, Training and Qualifications:

- Relevant degree subject
- Qualified Teacher Status
- Recent participation in range of training relevant to the teaching of the subject(s) is desirable.

### Knowledge and Experience:

- A track record of achievement and ambition
- Excellent subject knowledge
- Classroom teaching experience with the relevant age range
- An understanding of pupils' educational development
- Experience of planning for assessment
- Knowledge of effective teaching and learning strategies across the ability range
- A willingness to introduce and develop teaching and learning strategies which would enhance the educational experiences of the pupils
- An understanding of good practice relating to the safeguarding of children
- A willingness to participate in subject related activities which fall outside the regular school day
- Expert classroom management skills and rapport with pupils
- Have an awareness of safeguarding legislation and a full commitment to safeguarding practice
- An appreciation of local and national policies, priorities and statutory frameworks, especially those relating to the safeguarding of children
- Experience of teaching within the independent Prep school sector is desirable
- Good and effective IT skills.

### Personal Attributes:

- Excellent communication skills, both orally and on paper
- Excellent interpersonal skills
- Excellent IT skills
- Ability to prioritise time effectively and to plan ahead
- Ability to motivate and inspire pupils and colleagues
- Commitment, enthusiasm, integrity and reliability.
- Willingness to take on responsibilities as the opportunity arise
- Flexibility and a willingness to learn
- Ability to work collaboratively as a member within teams
- Caring, kind and approachable attitude, especially in relation to pupils.
- Willingness to contribute to extra-curricular activities, particularly sports is desirable
- Love of working with young people.
- Stamina, emotional intelligence and resilience.
- Attitude, style and presence of a role model for pupils.

## Additional Information

The role is Full-time, Monday to Saturday.

The role is available from September 2026.





## The Application Process

We hope, having read the *Information for Candidates* and researched our School, that you will now be ready to apply. Application forms can be found on our website: [twyfordschool.com/school-information/vacancies/](http://twyfordschool.com/school-information/vacancies/)

**Applications should be received by the School by 9am on Monday 2nd February**

**Applications will be reviewed when they are received and interviews may take place at that time, therefore this vacancy may close prior to the stated date and early submission of applications is recommended.**

Applications should be sent to:  
[recruitment@twyfordschool.com](mailto:recruitment@twyfordschool.com)

and applicants should provide:

- A fully completed application form
- A one-sided letter of application addressed to Mr Andrew Harvey, Headmaster

Applications should include the names and contact details of two people who we may contact for references. References will be taken up from all shortlisted candidates before interview.

Applicants must be willing to undergo pre-employment safer recruitment checks in accordance with the Department for Education's Guidance on Keeping Children Safe in Education.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. The School has a responsibility to ensure that all employees are eligible to live and work in the UK and will undertake a social media search on short-listed candidates.

If you have any questions regarding the role or your application please contact Mrs Vanessa Chapman, HR Manager. Telephone: 01962 712269.

