



Fixed Term Full Time Junior School Teacher

Information for prospective staff

Department Information

Happy children learn. It's no surprise to us that the most popular word that comes to pupils' minds when describing the Junior School is 'fun'. Fun is one of the three core values we discuss, repeat and reinforce in the Junior School.

Kindness is the priority - if everybody (adults and children alike) is kind to everybody else then the School functions harmoniously.

Honesty is important. On occasion truths have to be shared between parents, children and staff, but because they are shared in an environment of kindness, all is well.

Finally, fun is to be had at all times (provided it's enjoyed in a kind and honest way). And there's a lot of fun to be had in the Junior School.

The purpose-built Junior School is warm and comfortable and provides a safe base for Key Stage Two children, as they explore the wider campus and its impressive swimming pool, sports facility and music department.

We are 'smart-phone free' in the Junior School and in a world saturated with screens, we carefully balance digital literacy with genuine human connection and engagement with the world around us.

We are passionate about co-education and have been since our foundation. Our classes have approximately 20 pupils and come from a broad range of feeder schools and backgrounds. We mix up classes every year so that new pupils are made to feel part of the group straight away. When new children arrive they are each given a buddy, a child in their class who knows the school well to help them settle.

There are no exams to progress up into the Senior School, meaning students can focus on thriving in a welcoming, flexible and secure learning environment. We provide all children with an education full of depth and breadth, so they have the secure foundations not just for adolescence, but for the next eighty years of their lives.

This is an exciting time to join Freemen's. Despite the current educational climate, our pupil numbers continue to grow and demand is now such that we are operating a waiting list in the Junior School. We were also recently visited by the Independent Schools Inspectorate and awarded a 'Significant Strength', placing us among the top ten per cent of schools nationally.

Job Description

Reports to: Head of Year

Main Duties and Responsibilities

- Awareness of and compliance with all aspects of the School's safeguarding policy. Staff will undergo initial and ongoing training and be responsible for promoting and safeguarding the welfare of the students for whom they are responsible.
- All Junior School teaching staff are expected to co-ordinate a subject area within Key Stage Two.
- Adopting and promoting our mission of being a community of people who learn, lead and make a difference.
- Preparing and planning lessons in accordance with year group schemes of work.
- Demonstrating a range of teaching methods and keeping abreast of developments in their subject area; employing a range of teaching resources including the display of pupils' work.
- Carrying out summative and formative assessment according to Year Group and School policies. Recording assessment grades/reports etc. within deadlines set and keeping clear records.
- Setting and marking of class work, homework and examinations according to relevant School policies.
- Reporting to parents on progress at parents' evenings or on reasonable request from parents.
- Recognition of the specific needs of each pupil and of classes. Setting an appropriately challenging pace for lessons and adapting teaching methods to the needs of pupils.
- Establishing a structured learning environment conducive to learning and where pupils know that high standards are always required.
- Managing the classroom effectively with appropriate use of sanctions and rewards in accordance with School policies.
- Motivating pupils to learn and establishing a rapport with pupils conducive to learning.
- Attending Year Group and Junior School meetings and sharing Year Group responsibility, including co-curricular support; attending Whole School staff meetings.
- Seeking and undertaking professional development to support individual, year group and School development including School or Year Group INSET, participation in the School Professional Review scheme; participating in induction arrangements.
- Committing to maintaining a good working knowledge of the School's IT systems and practising excellent information security habits.
- Contributing to the wider life of the School including the duty and cover roster and offering a significant commitment to the co-curricular programme.
- Teaching staff are expected to support school events, such as assemblies, and attend those events as required by the Headmaster, including: Open Days, Prize-giving Ceremonies, Parents' Evenings, INSET Days and the Entrance Assessment days.
- Teaching staff are expected to play a full role in the pastoral life of the school, including taking a Form Group.
- Staff should ensure prompt attendance within school contracted business hours.
- Staff should ensure they wear appropriate business dress or, where appropriate, co-curricular clothing.
- Junior School staff should demonstrate Kindness, Honesty and Fun.

Other

- Actively seeking to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times giving due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the City's Incident Report Helpline, details of which are on Common Room noticeboards.
- Informing the Chief Operating Officer of any concerns regarding Health & Safety and safe working practices.
- Reading and acting upon, or in accordance with, all the relevant school and Year Group policies.
- Actively seeking to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Undertaking any other duties that may reasonably be requested appropriate to the role.
- Carrying out the normal supervision duties as laid down in School policies.
- Upholding public trust in the profession and the reputation of the school by maintaining the highest standards of ethics and behaviour, within and outside school. Showing tolerance of and respect for the rights of others and not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Ensuring that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Person Specification

The successful applicant will:

- Be educated to degree level and have evidence of continued professional development
- Have a love of learning for learning's sake and be able to infect others with that enthusiasm
- Be reflective and have humility, patience and tact
- Have a genuine passion for education
- Be familiar with the National Curriculum
- Have warmth and compassion
- Be reliable and flexible
- Have good levels of physical and emotional resilience
- Be willing to participate fully in the wider life of the School
- Possess a healthy sense of humour
- Be a team-player

How to Apply

Applicants should send a completed application form to the Headmaster via **CLFS-Recruitment@cityoflondon.gov.uk**, by **9am on Friday 26th February 2026**.

Interviews will take place at the school on Friday 6th March 2026. Candidates are asked to note that Freemen's retains the right to interview and appoint at any time during the application process.

Freemen's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS-Recruitment@ cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freemen's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).