



WOODBRIDGE
SCHOOL

Work with us

KS1/KS2 TEACHER

APPLICATION PACK

KS1/KS2 Teacher Part Time

Salary: £31,343 – £46,114 FTE

Actual £16,072.69 – £23,647.26 pro rata

0.5128 FTE

Wednesday PM to Friday

Starting September 2026

We are seeking an enthusiastic, reliable, and dedicated KS1/KS2 Teacher to join our well-established and highly respected team. This is a permanent part-time (0.5128FTE) position starting in September 2026.

Woodbridge Prep School is an integral part of Woodbridge School, set in beautiful grounds in the heart of Woodbridge. We provide an exceptional educational environment within which each child can flourish.

We are looking for an inspirational, professional, and caring teacher who can deliver high-quality teaching across the curriculum. Flexibility, creativity, and a genuine passion for teaching are essential, as is the ability to inspire and motivate young learners.

The ideal candidate will be an excellent and innovative classroom practitioner with experience in Key Stage 1 & 2. They will understand the importance of educating the whole child and be committed to supporting pupils' academic progress, personal development, and wellbeing. A willingness to contribute to the wider life of the school, including co-curricular activities, is also expected.

To apply for this role, please click on the link below and complete the application form. Please state on your application which you are applying for. A CV and covering letter alone will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 14 May 2026

Interviews: W/C 18 May 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: KS1/KS2 Teacher	
Department: Prep Teaching	
Hours: 0.5128 FTE	Accountable to: Head of Prep
Job Purpose: To provide excellent standards of teaching, learning and pastoral support, whilst also contributing to the extra-curricular life of the school.	
KEY RESPONSIBILITIES: <ul style="list-style-type: none">• Prepare and teach appropriately challenging and engaging lessons to the class in your charge, following guidelines laid down by the teacher responsible for the subject, and in subject policies. Contribute to the vocational and educational decisions relating to pupils.• Take responsibility for ensuring planning and development of the curriculum is timely, in line with policies and agreed with colleagues and designed to be in support of other areas of the curriculum.• Fulfil a clear pastoral role, helping children with their personal organisation and assisting them appropriately in surmounting difficulties, especially when inducting new pupils. Monitor their welfare and liaise with colleagues, senior managers and parents as appropriate.• Forge positive, professional relationships with colleagues and all members of the School community.• Participate as part of the teaching team, contributing to ideas and supporting colleagues. Be committed to collaboration and co-operative working.• As part of a job share, ensure excellent communication is established and maintained for the benefit of the pupils.• Attend all meetings, parents' evenings etc. and take a role in staff duties as required by the Head and Deputy Head, as well as regular duties such as registration and running School clubs.• Take responsibility for, keeping up to date with developments in education and proactively identifying opportunities for CPD.• Take responsibility for the all-round development of children, positively encouraging the ideals and principles contained in the staff handbook. Challenge children to achieve the highest possible standards in their work and their conduct.	

- Actively monitor children's progress, keeping appropriate records on an ongoing basis. Proactively share any concerns about (or discuss opportunities to further stretch) individual children with the Head and the Deputy Head, or the teacher responsible for the subject in a timely manner.
- Maintain high levels of communication with pupils (e.g. feedback on development, reinforcement of rules) and parents (reports, feedback, receive/collect information) to ensure the child's welfare and continued progress are paramount;
- Take responsibility for the classroom in which you teach, creating an environment which is a centre of interest, with attractive (frequently changing) wall displays and other features to "engage" pupils, whilst being tidy and consistent with health and safety requirements.
- Actively engage in School events such as assemblies, productions, Open Days and Taster Events.
- To undertake other reasonable duties which are consistent with both the needs of the school and commensurate with the role of the post holder.

GENERAL RESPONSIBILITIES:

Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Educated to degree level; 	✓	
<ul style="list-style-type: none"> PGCE or equivalent. 	✓	
Knowledge and Experience		
<ul style="list-style-type: none"> Experience of teaching at KS1 and/or lower KS2; 		✓
<ul style="list-style-type: none"> Knowledge of up-to-date teaching methods; 	✓	
<ul style="list-style-type: none"> Recent, relevant experience and understanding of phonics; 	✓	
<ul style="list-style-type: none"> Experience and qualifications to teach games; 		✓
<ul style="list-style-type: none"> Knowledge of effective pastoral care and safeguarding and child protection issues. 	✓	
Skills and Attributes		
<ul style="list-style-type: none"> Strong communication and interpersonal skills; 	✓	
<ul style="list-style-type: none"> Ability to inspire pupils of all abilities to achieve their best; 	✓	
<ul style="list-style-type: none"> Willingness to take action to confront issues and overcome problems; 	✓	
<ul style="list-style-type: none"> Ability to create and maintain strong relationships with staff, parents/carers and pupils; 	✓	
<ul style="list-style-type: none"> Team player: works collaboratively with colleagues to balance conflicting demands and share resources; 	✓	
<ul style="list-style-type: none"> Ability to lead a subject specialism. 		✓
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Willingness to be involved fully in School life; 	✓	
<ul style="list-style-type: none"> Inspirational – a genuine passion for teaching, with the ability to enthuse pupils; 	✓	
<ul style="list-style-type: none"> Aspirational and empathetic with a genuine belief in the potential of every child; 	✓	
<ul style="list-style-type: none"> Resilient, tenacious, determined and pragmatic; 	✓	
<ul style="list-style-type: none"> Collaborative and a team player; 	✓	

• Flexible and resourceful;	✓	
• Innovative and creatively seeks out new ideas;	✓	
• Evidence of ongoing CPD.	✓	

Benefits

Pension	Teachers' Pension Scheme, subject to a Total Pay and Benefits approach – further details can be provided on request.
Sick Pay	Occupational Sick Pay, subject to eligibility criteria.
School Fees	Staff fee remission or bursary support may be available in accordance with School policy. Any support is non-contractual and subject to eligibility, service and the discretion of the Governors.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "KS1/KS2 Teacher" in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.