



HOE BRIDGE SCHOOL



GREENFIELD
SCHOOL



KEY STAGE 1 TEACHER
SEPTEMBER 2025



OUR SCHOOLS

Hoe Bridge School and Greenfield School will be merging to form a new all-through co-educational school for pupils aged 6 months to 16 from September 2026. Situated across the two current sites, the new school will be called Hoe Bridge School. To find out more about the merger, please [click here](#).

Hoe Bridge is a thriving independent school for girls and boys aged 2 to 16 and is entering the most exciting phase in the school's history with the onset of its new senior school. Recognising the pressing need for an independent senior school in Woking, it has established 'Hoe Bridge Senior School'.

The ethos of high expectations, respect, and care fosters confident, successful children. Pupils thrive through mutual support, personal growth, and recognition of individual effort. Achievements are celebrated by all. Inspiration and leadership from staff and pupils alike ensure a vibrant, dynamic community where everyone is valued and encouraged to excel. The school was awarded a grade of 'Excellent' during our latest inspection, something that both the girls and boys, staff and parents are extremely proud of. Hoe Bridge places exceptional pastoral care at its heart, ensuring every child feels happy, safe and supported. The School fosters lifelong friendships and nurtures creativity, curiosity and confidence within a caring, values-driven environment for all members of the community.

Greenfield is a leading independent preparatory school in Woking, Surrey, offering outstanding 11+ preparation and a relevant, contemporary education. The school's exceptional facilities, unmatched by other prep schools in the area, enable our teachers to deliver high-quality lessons, ensuring pupils are well prepared for the next stage of their education.

Greenfield is renowned for its inclusive ethos and culture of kindness. Whole-school initiatives focusing on well-being, climate change, and charitable fundraising are commonplace, fostering a strong and supportive community.

In the last inspection, the school was awarded an 'Excellent' rating by the ISI, reflecting the quality of pupils' academic and wider achievements, as well as their personal development. This outstanding outcome is a testament to the hard work, dedication and commitment of all staff, from teaching and support teams to estates and leadership.



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OUR MISSION

ETHOS

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



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As a Key Stage 1 Teacher, you will be responsible for the provision of the school curriculum for the pupils in your care, the schemes of work and the implementation of the school policies. You will provide well planned, full learning experiences and support for learners and be responsible for the well-being and discipline of all the children in your care.

You will be a well-qualified and energetic teacher with vision, purpose, warmth and humour, who works positively with colleagues and derives satisfaction from caring for and encouraging all children.

Our staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

In this role, you will be expected to:

- Plan, prepare and deliver stimulating activities and lessons within the Pre- Prep department.
- Offer information, observations and assessments about individual pupils as required and to write regular reports
- Meet with parents when necessary and feed back to the Head and Head of Pre-Prep
- Maintain pupil records as directed by school policy including the use of Tapestry as an online Learning Journey in Early Years
- Take responsibility for individual pupils, groups or a whole class as required
- Assist with a firm but caring discipline, reflecting the school's ethos
- Undertake break and lunchtime supervision duties as required
- Attend to minor injuries/accidents sustained by pupils or to refer them to a paediatric first aider

- Ensure children are clean and regularly checked and to assist with toilet training where possible
- Plan or assist with off-site activities as directed by the Head of Pre-Prep
- Liaise with the SENCO and Learning Enrichment Department when necessary, and support teachers in assisting pupils with specific needs, to include children with English as an Additional Language (EAL)
- Attend external training courses and school 'Inset' days as required
- Endeavour to provide a stimulating and inviting classroom to include well-presented displays of children's work and to provide an engaging and varied Role Play area to link with the topics planned
- Develop good relationships with parents and keep communications open when possible
- Develop a good working relationship with the Pre-Prep team
- Be professional at all times and observe confidentiality
- Assist with Pre-Prep concerts and assemblies
- Manage Teaching Assistants assigned to the class
- Attend all school events in line with the Events Policy and any request from the Head of Pre-Prep
- Provide cover for other staff when needed
- Ensure there is good order among pupils, upholding the disciplinary procedures, safeguarding the health and safety of pupils at all times

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the post holder will carry out and they will be required to carry out other duties appropriate to the level of the role.





WORKING AT GREENFIELD

REMUNERATION

Greenfield has its own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

HOURS OF EMPLOYMENT

This is a one term, fixed term role commencing September 2025, with the possibility of extension. You will be working full time at the Greenfield School site. The role is 40 hours a week, term time (including INSET days). The hours are full time 8.00 am to 4.30 pm, Monday to Friday. Teachers are expected to occasionally work outside of these hours for training or school events. Staff are entitled to take holiday during the usual school holiday periods; holiday cannot be taken during term time. In addition, teachers may be required by the Headmaster, upon reasonable notice, to work for varying short periods after the end and before the beginning of any term. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract.

EXPERIENCE

Applicants would benefit from having previous Key Stage 1 teaching experience and know how to successfully prepare children for a smooth transition to Year 3.

STAFF BENEFITS

All Greenfield staff receive the following benefits in line with their employment status: concession on school fees, pension scheme, free parking on site, free lunches and refreshments during term time, termly celebration events and employee assistance programme - eye care, flu jab, cycle to work scheme.



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The closing date for applications is 9.00 am on Thursday 5 June 2025. Following a meeting of the Selection Committee, successful candidates will then be invited for interview during the week beginning 9 June at Greenfield School.

All applications must be made online via the Hoe Bridge School [website](#). In the 'Suitability' section of your application, please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. All applications will receive a response confirming receipt and applicants selected for interview will be informed shortly after the closing date.

For all applications, references will be sort before candidates are invited for interview and as part of our shortlisting process, all applicants, regardless of the role being applied for, will be subject to an online search as part of our due diligence on shortlisted candidates. You are encouraged to read our Safer Recruitment Policy and Safeguarding Policy for further details before completing your application, both of which are available on the Greenfield [website](#). Candidates selected for shortlist interviews will be required to bring to interview proof of ID, qualifications and their right to work in the UK. The

post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract. All appointments are probationary.

Both schools are committed to being an equal opportunities employers. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements. The offer of appointment at Greenfield School is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

This role will involve contact with children. Greenfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants 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. 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 will be considered as they are received and the School reserves the right to appoint at any time during the application process.





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HAPPINESS • CONFIDENCE • ACHIEVEMENT



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