



**BELMONT  
GROSVENOR  
SCHOOL**



Appointment of:  
Full-time Prep Teacher  
September 2025

[www.belmontgrosvenor.co.uk](http://www.belmontgrosvenor.co.uk)

# Welcome from the Headteacher

I am delighted that you are considering applying for a **Prep Teacher** position at Belmont Grosvenor School. We are an independent school for children from three months to 11 years located in the beautiful Yorkshire Dales on the outskirts of Harrogate. Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a magical place where children make outstanding progress in all that they try, giving them the foundations to thrive in an ever-changing world. The happiness and wellbeing of our children is at the heart of all we do. By utilising our unrivalled setting, we aim to provide a breadth of learning experiences both inside and outside the classroom.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply. We look forward to hearing from you!

*Sian de Gracia*  
Headteacher



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## The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

**Vision:** *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

### Values:

**Down To Earth:** *We are warm and friendly and make everyone feel welcome*

**Ambitious:** *We have big dreams and we are determined to achieve them*

**Nurturing:** *We are supportive and caring to the world around us*

**Resilient:** *We embrace changes, seize opportunities and enjoy taking risks*

**Inclusive:** *We celebrate individuality and respect everyone for who they are*

**Joyful:** *We cherish childhood and make every day fun. We inspire a lasting love of learning*



# History

History really comes alive for the children at Belmont Grosvenor School. Our magnificent Gothic building and extensive grounds are themselves a huge educational resource. They inspire each and every one of our children and give them the opportunity to experience and understand what life would have been like living in the Hall, as well as the family's position, and the building's prominence, in the locality. Swarcliffe Hall, standing proudly on 20 acres of beautiful countryside overlooking the Nidd Valley and as far afield as the York and the Yorkshire Wolds, was built in 1850 by the Greenwood family. The current Hall is the second house on the site – with the original building, owned by the Blessard family, constructed in 1800. With fine literary connections, Charlotte Bronte worked for a brief spell at the Hall as a Governess in 1839, gaining inspiration for her later novel Jane Eyre.

During the last few years, the charitable trust, which owns Belmont Grosvenor has refurbished and modernised all the facilities whilst still retaining the character, charm, and beauty of Swarcliffe Hall.



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# Key Responsibilities:

We are looking for a passionate and experienced Prep Teacher who:

- *Can inspire the children with exciting, innovative learning experiences*
- *Is a positive role model, is enthusiastic and would be a strong team member*
- *Has great subject knowledge and is confident in delivering Upper KS2 lessons, especially the core subjects of English, Maths and Science.*
- *Would be willing to take on Maths Lead responsibilities*
- *Is flexible and can contribute to other areas of the curriculum*
- *Has an interest in learning technologies, that can support our strategic objectives for the next few years*
- *Actively seeks opportunities to develop their own teaching practice, keeping up to date with educational research, and understanding that learning is for all, not just the children*
- *Will play an active role in all areas of school life*



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## Main Duties and Responsibilities

### *Reporting Line*

Reporting to the Headteacher and other members of the Senior Leadership Team

### *Overall Purpose of the Post*

To be a key member of the school's prep teaching staff with direct responsibility for quality teaching and planning, pastoral care, disciplinary and administrative issues within your class/teaching group(s).

### *Primary Responsibilities*

- To teach assigned class(es); to plan and prepare lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class; setting and marking appropriate work for pupils
- To participate in curriculum development, production of teaching materials and schemes of work as agreed.
- To manage the classroom in such a way that it is organised, stimulating, attractive and welcoming environment, with relevant and regularly changed displays
- To use ICT effectively both in curriculum planning and teaching
- To assist in baseline assessment, administering tests together with examination setting and marking
- To write reports and attend Learning Review meetings as required
- To complete and transfer records of achievement and assessment as required
- To contribute to the school aims and ethos
- To attend school assemblies and lead and organise class assemblies on rotation
- To attend INSET as required
- To execute pastoral and administrative duties according to agreed school procedures
- To undertake other duties, as assigned by the Headteacher, necessary for the efficient running of the school
- To attend and show support for whole school events and functions at the discretion of the Headteacher
- To demonstrate active support for PTA activities and functions.
- To ensure the Health and Safety of all children within the school's care and to abide by the school's Health and Safety regulations
- To take part in the school Performance Management Programme

### *Standards*

- To support the aims and ethos of BGS
- Follow all policies, procedures and the Staff Handbook
- To keep up to date with First Aid training
- To be aware of and be able to follow the procedures in the Safeguarding policy
- To set a good example in terms of dress, punctuality and attendance
- To undertake Before and After School Care duties or clubs from 8am until 4.30pm or 6pm
- To attend and show support for whole school events and functions at the discretion of the Headteacher
- To demonstrate active support for PTA activities and function
- To respect confidentiality within BGS and the BGS community.
- To undertake other duties, as assigned by the Headteacher, necessary for the efficient running of the school

### *General*

- To acknowledge that you are part of a whole school community and to recognise your wider role and responsibility within it
- To be involved in Extra Curricular Activities
- To work together with colleagues to build a happy and positive working environment
- To attend and contribute to staff meetings / briefings and other meetings with colleagues and / or Governors as required
- To cover for absent colleagues as required and to be flexible in your deployment within the school
- To be aware and act upon all policies regarding "Safeguarding Children"
- To build and maintain positive and cooperative relationships with parents, and to communicate with them on children's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties
- To ensure that parents and carers are kept well informed about the core subjects, children's targets and progress, the school's plans for improvement and their part in the process
- To ensure that the relevant staff are informed of any concerns about individual child

# Person Specification and Requirements

## Essential

- A genuine love and passion for working with Prep children, creating a sense of joy, fun and creativity for the children in their learning environment
- Experience of teaching upper Key Stage 2
- A commitment to team, working and supporting colleagues in working together to ensure continuous improvement and the delivery of high levels of learning outcomes for all children
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion
- Excellent communication and interpersonal skills with an ability to adapt communication styles and approaches with differing groups/individuals
- Excellent administration and organizational skills
- Ability to think critically and make decisions
- Good knowledge of child protection and safeguarding
- Excellent planning, organising and time management skills

## Desirable (but not essential)

- Confident user of technology, having taught in a school with 1:1 devices and use of Microsoft applications (Teams, OneDrive, etc)
- Experience of leading and coordinating maths across school
- First Aid certified
- Experience of an Ofsted/ISI Inspection – adequate knowledge of Ofsted and ISI statutory guidance





# Further Information

**Start date:** September 2025

**Location:** Belmont Grosvenor School – Magic Tree Nursery, Birstwith, North Yorkshire, HG3 2JG

**Status:** Full-time, permanent

**Hours of Work:** 40 hours per week, BGS term time only

**Salary:** A competitive salary, using the BGS pay scale

**Pension:** NEST pension scheme

**Holiday:** All school holidays, including 8 week summer holiday (see term dates)

## **Additional Benefits Include:**

- An excellent working environment in the beautiful, extensive grounds
- Professional Development and Training opportunities
- A friendly and supportive staff team with frequent social events
- Free school meals from the school kitchen
- Private parking





# Information for Applicants

## **Safeguarding:**

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. 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 the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

## **Equal Opportunities:**

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

## **How to Apply:**

**To arrange a visit before applying, please email:  
[admin@belmontgrosvenor.co.uk](mailto:admin@belmontgrosvenor.co.uk)**

Candidates are asked to complete an Application Form (available for download from our website) and submit this as soon as possible. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

**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 should the ideal candidate(s) be identified.**

Applications should be sent by email to Caroline Garnham, PA to the Headteacher. Email: [admin@belmontgrosvenor.co.uk](mailto:admin@belmontgrosvenor.co.uk)

Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.



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