



Prep School Teacher Application Pack



Knowing every child - Nurturing potential

About us

Gosfield School was established at Cut Hedge Park in 1929 when the daughter of the textile manufacturer, George Courtauld purchased the land and buildings from the executors of her late father's estate. Constance Cicely Courtauld started a Senior Boy's Boarding School the same year, with pupils relocating from Leigh Hall School in Southend. In 1944, Cicely gifted the School and estate to Headmaster John Turner who continued the work started by Cicely. In 1967, the School became a charitable trust and in 1986, the School became co-educational. A Prep School was opened in 1989 and we welcomed our first Sixth Form pupils in 1994. In 2006, Gosfield School Ltd purchased the freehold of the estate and buildings from the Turner family. In 2015, we opened Meadow Court, a purpose built Prep School, which is home to a Nursery, Reception Class up to Year 5, within the grounds of our 110 acre estate. We continue to develop and upgrade our infrastructure, we opened our Forest School and Cricket Pavilion in May 2017. Our Cricket Academy welcomed its first Scholars in Summer 2018, we opened our new Design Technology workshop in January 2019 and undertook the design led redecoration of the Manor House. The construction of our new Performing Arts Centre has recently been completed. We are committed to the development of our young people in an environment where all pupils feel valued and are able to achieve excellence in all aspects of life. We have non-academic entry criteria and consistently achieve outstanding outcomes when compared to Schools with academic entry criteria. Cicely's founding principles for the School were to create a family environment in which young people would flourish and we remain faithful to those principles today.

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Our Principal

Mr Rod Jackson Mr Jackson became Principal of Gosfield School in September 2021. He has a wealth of experience, having spent more than 30 years working in Independent Schools in Africa, Australia and the United Kingdom. He is a passionate promoter of an entirely holistic approach to learning, in which a rigorous approach to academic education, an outstanding programme of extracurricular opportunities, alongside excellent pastoral care and personal development combine to create a world class educational experience for each child. Mr Jackson believes that it is essential not only that we educate our students to be global citizens but that we ensure they have the skills and the desire to change the world for the better, as future leaders.

Before joining Gosfield, Mr Jackson served as Head of The International Community School in Marylebone and prior to that he was Head of Secondary at The King Alfred School in Hampstead, earlier leadership roles include Head of Classics at Cranleigh School and Senior Housemaster at Aldenham School. Mr Jackson holds a BA (Hons) degree in Classics from the University of Adelaide and a MEd from the University of Cambridge.



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INDEPENDENT
S C H O O L S
A S S O C I A T I O N

ISA Awards 2023

Winner

ISA Award for Excellence and Innovation in Early Years

Gosfield School Prep School and Nursery

We believe in nurturing our pupils' growth and personal development; inspiring each individual to flourish at their own pace, developing their natural gifts and talents, no matter what their starting point.

We enable our pupils to become curious learners who want to do well. We want our pupils to develop a love of learning that will stay with them throughout their lives. Our aim is to provide every child with the very best education and support within an environment that is welcoming, safe and happy.

We promote an atmosphere of mutual respect and celebration. Our pupils are kind, considerate and helpful to one another and our community.

We take great delight in providing children with exceptional pastoral care; happy children are more likely to study and grow.

We have an open-door policy and invite parents to visit the school frequently throughout each academic year to hear more about their child's progress.

Heather Bougeard

Head of Gosfield Prep School and Nursery



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AIMS OF THE POST

- To provide a warm, friendly, positive environment in which each child can develop to his or her full potential
- To safeguard and promote pupils' welfare and show concern for the health, happiness and proper physical, intellectual, emotional, spiritual, social and behavioural development of each pupil in his/her care
- To further each child's learning through effective teaching, assessment and planning.
- To set a positive example through your teaching, appearance, conduct and contribution to the school community.
- To promote at all times the aims and ethos of Gosfield School.

KEY TASKS

- To be responsible for the day to day care of a class within the Prep School
- To ensure planning, marking, assessment and record keeping are effective and up to date.
- To ensure the classroom is a safe and child-friendly learning environment, ensuring that furniture, apparatus and fabric are respected and that rooms are left tidy after use
- To contribute to the development and implementation of Prep and whole school planning, schemes and policies.
- To conduct parents' evenings and communicate with parents through the pupil planners and by other means.
- To meet and to communicate with parents of children you teach to discuss issues regarding their child's progress.
- To write reports and grade cards.
- To attend briefings, staff meetings and INSET days.
- To attend appropriate professional development courses and conferences.
- To attend Open Mornings and other school events as required, including those at weekends and in the evenings.
- To undertake supervision duties as part of a rota system.
- To run at least two after school clubs per week during term time.
- To undertake risk assessments for out of school trips as necessary.
- To perform any other key tasks and/or take on further responsibilities which the Head of Prep or Senior Leadership Team may reasonably assign.



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Curriculum

- To deliver the curriculum contained in the school's policy documents.
- To comply with relevant whole school policies and support such policies in practice.
- To follow any set syllabus and schemes of work.
- To maintain a record of the assessments of pupils' work, classwork and homework.
- To contribute to the development of schemes of work for individual subjects as required.
- To complete reports and records as required.
- To contribute to the work of the Prep School including attendance at meetings where appropriate.

Behaviour

- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem and self discipline and respond accordingly.
- To use effectively rewards and sanctions to support pupil behaviour and progress.
- To maintain order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

Attendance

- To be responsible for recording and monitoring the attendance and punctuality of pupils within class groups.

Community

- To take part in the school activities programme by running two afternoon activities per week.
- To foster and support where possible extra-curricular activities in the interests of the school community, eg school concerts, plays, sports fixtures, etc.
- To undertake a reasonable number of duties around the school as requested by the Head of Prep.
- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Targets

- To participate in the school Professional Development Review scheme.
- To agree upon personal and professional targets every four terms.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. The Principal reserves the right to review and amend the job description.



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How to apply

Download an Application Form from our website [www.gosfieldschool.org.uk] and send together with a covering letter to Mrs Sara Bowles, EA to the Principal:
Sara.Bowles@gosfieldschool.org.uk

Deadline for applications: Noon, Thursday 23 April 2026

Interviews: w/c 27 April 2026

Start Date: 1 September 2026

*Please Note to avoid disappointment applicants are encouraged to apply prior to the deadline as we reserve the right to consider applications as they are received and to appoint prior to the deadline.

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