

JOB TITLE:

ASSISTANT HEAD AND NURSERY TEACHER

ST CHRISTOPHER'S SCHOOL INFORMATION FOR CANDIDATES

Role commences: **January 2026**





ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2½ to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently become a finalist for Independent Pre-Prep of the Year 2025 and ISA award for Excellence and Innovation in Early Years. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 150 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Art ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child.

Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching." - ISI Inspection 2023



JOB DESCRIPTION

The Assistant Head & Nursery Teacher will be an integral part of the Senior Management Team (SMT) of St Christopher's.

This role offers the rare opportunity to combine strategic vision with daily, hands-on leadership and management, ensuring that our ethos is lived out in the nursery. It is a role for someone who wants to make a tangible, lasting difference to children, families and colleagues — and to play a leading part in the future of St Christopher's.

Reporting to: Headteacher of St Christopher's (Mrs Bronia Grehan)

As the nursery teacher, they will engage with a wide-ranging curriculum, encompassing many aspects of the life of the School. We value vision and creativity in all our teachers, who can inspire, with confidence and exceptional qualities, to join our warm and dedicated team.

The successful candidate will have a dynamic personality, a good sense of humour and the ability to foster and maintain strong relationships across the whole School community.

CORE RESPONSIBILITIES

- To support the Headteacher in ensuring the vision for the school is articulated, shared and acted upon.
- To deputise for the Headteacher as necessary.
- To promote good channels of communication between the Staff and the Headteacher.
- To assist the Headteacher with the appointment of new staff.
- To attend Governors Meetings when needed.
- To keep up to date with new legislation and government initiatives.
- To organise and log staff cover.
- To be an active part of School Safeguarding as a qualified DDSL.

JOB PURPOSE

The applicant will be expected to:

- Lead and line manage the nursery team.
- To lead and manage the day-to-day operations of the nursery together with the lead key worker.
- Be an outstanding teacher who can provide irresistible learning opportunities for all children in their care.

- Ensure excellence in teaching, learning, and care, with a strong understanding of early childhood pedagogy and best practices.
- Be a Deputy Safeguarding Lead.
- Oversee all aspects of compliance, safeguarding and health and safety within the nursery.
- Keep up-to-date with updates regarding the Early Years Framework and implement the framework.
- Ensure that all planning, preparation, recordings, and assessments are carried out to a high standard.
- Ensure that the curriculum plans and assessments from Nursery to the end of Reception are set to a high standard and skills and knowledge is set out incrementally.
- Be a team player who works productively and fairly alongside their year-group staff team.
- Maintain the positive ethos and values of the school, both inside and outside the classroom.
- Contribute to constructive team building amongst teaching and non-teaching staff, parents, and governors.

DUTIES

The Nursery teacher will:

- Implement and adhere to school policies and guidelines.
- Plan and provide a creative and engaging curriculum, appropriately meeting the needs of all pupils, through adaptive teaching and differentiated tasks.
- Alongside their team, create medium-term and weekly planning, which is regularly reviewed.
- Plan every week, plans will be differentiated and will include challenge for all learners, plans will be evaluated to identify the next steps in children's learning.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Observe children when playing and learning to identify successes and next steps in learning.
- Provide a stimulating learning environment inside and outside, where resources can be accessed appropriately by all pupils to support and extend their learning.
- Maintain good order and discipline amongst pupils, following the school's behaviour policy.
- Communicate effectively with parents about their child's development, attainment, and progress through termly parent discussions, parents' evenings, and written reports.
- Lead a subject for the whole school.
- Co-ordinate and implement information evenings for parents during the year.



JOB DESCRIPTION CONTINUED

- Support and embed new initiatives decided by the Headteacher and Senior Management Team.
- Be part of the schools' duty rotas.
- Ensure displays and role play/book corners are extended or changed regularly; at least termly.
- Liaise with the Special Needs Co-ordinator or external agencies when appropriate.
- Attend out-of-hours open days, school exhibitions, and annual governor social as required.
- Join in the extra-curricular life of the school, including at least one session per week in after-school club, and support parent association events.
- Participate in meetings related to the school's management, curriculum, administration, or organisation.
- Communication and cooperate with specialists from outside agencies.
- Participate in the appraisal system.
- Be in school the first 2 days prior to the first day of each term for classroom preparation and INSET, as well as during the holidays as required to ensure your classroom, planning, and preparation are ready for the start of each term.
- Undertake any other duties as may be reasonably required by the Headteacher or Governors.

SAFEGUARDING OF PUPILS AND DUTY OF CARE

- All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.
- All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.
- Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE (Department for Education)).

PERSON SPECIFICATION

ESSENTIAL QUALITIES

- Deep commitment to knowing, caring for and supporting every child to thrive.
- Excellent communication, organisational and interpersonal skills.
- Ability to inspire confidence, trust and respect in pupils, parents and staff.
- Track record of raising standards in academic, pastoral and co-curricular areas.
- Knowledge of safeguarding, EYFS to KS1 curriculum, inspection frameworks and independent education.
- Energy, resilience and adaptability, with a positive, solutions-focused mindset.
- A willingness to go the extra mile, to be flexible and child-centred, doing all it takes to help each child be happy and successful.

DESIRABLE QUALITIES

- DSL or DDSL training.
- Experience of marketing, admissions or parent engagement.
- Experience of working in or with independent schools.

ADDITIONAL INFORMATION

This is a demanding but rewarding senior role requiring flexibility, including evenings, some school holiday work and occasional weekends. The Assistant Head will undertake a range of duties and projects as required by the Headteacher.



FURTHER INFORMATION

TERMS AND CONDITIONS

- St Christopher's School has its own salary scale which is above the national scales.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency which is transferable between all UK schools.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- 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 HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and 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. Full details are given on the application form.

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.

EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age,

disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the Application Form (which is available on our website) and send with a supporting statement addressed to the Headteacher as soon as possible and by **9.00am on Monday 6 October 2025** at the latest. Please do not send a separate curriculum vitae. 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. Shortlisted candidates will be invited for interview.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES or another source.

Applications should be addressed to The Headteacher and sent (by letter or by email) to the address below.

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

By Road

St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

By Rail

Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

By Air

Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

