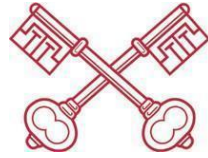


Chandlings
PREP • OXFORD



RADLEY
SCHOOLS GROUP

Pre-Prep Art Teacher (Maternity Cover)

Information for Candidates



Closing date for applications is Thursday 2 April at 4.00pm.



The Why

We believe every child carries a sparkle of possibility – a sparkle that, when nurtured, can grow into something extraordinary. Each day is a step further on a magical journey that will not only prepare pupils for the future but will also empower them to create it.

Chandlings exists to harness this sparkle, to guide children to truly discover who they are, and to help them grow the skills and character to fulfil their wildest dreams. And, the best bit of all, we ensure they have lots of fun whilst getting there.

The How

We foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity in tandem with individuality. We are proud of our ability to gain outstanding academic results whilst providing the opportunities for a wide breadth of co-curricular activities, all underpinned by an award winning pastoral care.

The Where

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of Oxford, 10 minutes from Abingdon and just off the A34, we are easily accessible from across the county. We have purpose-built, bright, modern classrooms with extensive and impressive facilities including specialist art and design, music rooms and science labs, as well as two school halls. We have a full size Astroturf, netball and tennis courts, rugby and football pitches, an archery range, a 9 hole golf course, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore for both staff and pupils.



CANDIDATE SEARCH

We are delighted to invite applications for the position of Pre-Prep Art Teacher (maternity cover) at our vibrant and ambitious prep school. The role is part time at 2.5 days per week and is for a minimum of one academic year.

This is an exciting opportunity for an excellent classroom practitioner to contribute to the delivery of a vibrant and creative Art curriculum within the Pre-Prep setting. The successful candidate will inspire a love of art in young learners, nurture creativity and confidence, and deliver engaging, age-appropriate lessons that support pupils' early development. You will work closely with colleagues to ensure a stimulating and supportive learning environment, maintaining high standards of teaching and learning throughout. An ability to contribute to the wider life of the school is desirable but not essential.

A warm, approachable manner and a well-timed sense of humour are key characteristics; while excellent teaching is vital, the best teachers are also fuelled by laughter in the corridor, perspective on busy days, and the ability to smile when the paint spills over five minutes before a lesson.

KEY RESPONSIBILITIES

- Plan and deliver high-quality, creative Art lessons across the Pre-Prep age range.
- Foster a safe, inclusive, and stimulating classroom environment that encourages exploration and self-expression.
- Support the development of fine motor skills and visual awareness through a range of media and techniques.
- Assess, record, and report on pupils' progress in line with school policies.
- Contribute to the planning and development of the Pre-Prep Art curriculum.
- Prepare and maintain classroom resources, ensuring materials are organised and accessible.
- Display pupils' work to celebrate achievement and enhance the learning environment.
- Work collaboratively with colleagues and communicate effectively with parents when required.
- Play an integral part in preparing work for school events such as exhibitions, themed days, and cross-curricular activities.
- Report to and work closely with the Head of Art
- Ensure the safeguarding and wellbeing of all pupils at all times.

PERSON SPECIFICATION

Experience:

- Experience of teaching Art within the Early Years and/or Key Stage 1
- Experience of planning and delivering creative, engaging lessons for young learners
- Familiarity with assessment and reporting in a primary or prep school setting
- Experience of working collaboratively within a team

Skills & Attributes:

- Ability to inspire creativity, curiosity, and confidence in young pupils
- Strong classroom management and organisational skills
- Ability to plan, differentiate, and adapt teaching to meet the needs of all learners
- Good communication skills, with the ability to build positive relationships with pupils, colleagues, and parents
- Ability to work flexibly and contribute positively to the wider life of the school

Desirable

- Experience in a similar role
- Familiarity with school MIS systems (e.g. iSAMS and CPOMS)

STAFF BENEFITS

EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16% for teachers. Everyone else: 3% employee contribution and 4% employer contribution.

LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

PARKING

Free onsite parking

EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to Mr Adam Mallins, the Head, to his EA at cpitt@chandlings.org.uk. A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

All appointments are made in accordance with our [Equality Policy](#) and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Please note, as per the KCSIE 2025 safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE 2025](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#)

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary follow the School's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children's Board (OSCB) practice and procedures - available online at <https://www.oscp.org.uk/>

The School's Safeguarding Policy is available [here](#)

Appointment Date: September 2026

Hours: 2.5 days per week (days to be discussed at interview)

Salary: £19,000-£20,000 dependent on experience and qualifications.

Interview Process:

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from Group 2b of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.

