



The
Ladies' College
Melrose
Guernsey



Early Years/KS1 Teacher at Melrose

September 2025

EYFS/KS1 Teacher at Melrose SEPTEMBER 2025

With effect from 1st September 2025 we are seeking to appoint an enthusiastic and inspirational EYFS/KS1 class teacher to join our committed Melrose team and take part fully in life at The Ladies' College.

Melrose

Melrose, a beautiful Georgian building on the same campus as the Senior School, has been home to our warm and friendly Prep and Junior Departments since 1949.

Our pupils embrace The Ladies' College ethos to be the best they can be and are well prepared for a smooth transition up to Senior School in Year 7 (Remove).

Lower, Middle and Upper Prep (Reception, Year 1 and Year 2) each have a dedicated form teacher and a Learning Support Assistant, ensuring every child is nurtured and supported as an individual.

In the Junior Department (Years 3 to 6), each class continues to be taught primarily by a form teacher, providing a consistent and supportive environment. This ensures that the children benefit from a familiar point of contact while also being introduced to subject specialist teaching. Additionally, they are supported by a team of Junior Learning Support Assistants.

Melrose Values, Vision & Aims

Our Values

Integrity, Bravery, Kindness

Our Vision

Shaped by our values, we empower our community to do what is right, come what may: "Fais ce que dois advienne que pourra".

Our Aims:

To enable our girls to:

- Access an ambitious environment and curriculum that prepares them for a rapidly changing world;
- Realise the power and value of their own voice;
- Value inclusion, authenticity and kindness;
- Contribute to a culture of joy, play and exploration in which they can experiment connect and learn.

Melrose Curriculum

At Melrose, our curriculum is designed to nurture the whole child. Rooted in traditional values, we blend academic rigour with a forward-thinking, broad, and balanced approach that allows character education to thrive. We set high expectations in all subjects, ensuring every child is challenged and supported to reach their potential, while instilling a love of learning. Alongside this, we explicitly develop vital skills such as self-awareness, adaptability, creativity, leadership, and collaboration - empowering each child to know themselves, think critically, and engage confidently with the world around them. Through a rich, connected curriculum that values curiosity, exploration, and real-life learning, we ensure that every child is supported to flourish as an individual, prepared not only for the next stage of education but for life beyond the classroom.

LIVING AND WORKING IN GUERNSEY

Guernsey offers a special and different way of life. Staff speak highly of the College as a place to work and Guernsey as a place to live. Many of the cultural and sporting fixtures are participatory, and those who live on the island find that they are actively involved in activities that enrich their lives.

Be prepared for fantastic scenery, beautiful walks and cycle routes and a wealth of things to do. Islanders are extremely proud of the pretty cobbled town of St Peter Port that rises up from the impressive harbourfront. Crime is low, and people are friendly. Guernsey also boasts stunning views from the cliffs, and the cleanliness of both the sea and its beaches is well known. Outdoor living is an important part of being in Guernsey. There is so much from which to choose, both on and off the water, as well as plenty of opportunities to 'island hop' to the other Channel Islands or travel by sea to France.

Guernsey is part of the British Isles but not the United Kingdom. It is part of a group of islands, including Alderney, Sark and Herm, which are together called the Bailiwick of Guernsey. The Bailiwick is a Crown Dependency with its own system of government, laws and courts, and Guernsey's Government is known as the States of Guernsey. The island is a thriving international finance centre and offers a wide variety of opportunities for work and leisure.

Numerous daily flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester and Birmingham. There are also direct flights to Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or for a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

The permit associated with this role is a LTEP

Early Years/KS1 Teacher at Melrose JOB DESCRIPTION

Candidate Criteria

Following an internal promotion, we are seeking to appoint an Early Years/KS1 class teacher to join our committed Melrose team and take part fully in life at The Ladies' College.

Role and responsibilities

As a teacher at The Ladies' College, Melrose you are expected to make a contribution to the school both by teaching and by participating in the life of the school community. The following Job Description does not specify all the ways in which this contribution can be made but it provides a guide to what is expected.

Teaching:

- Encouraging each pupil to develop her potential to the full;
- Planning and preparing appropriate courses and lessons;
- Attending departmental meetings and working within the framework of departmental organisation, syllabuses and schemes of work;
- Assessing, recording and reporting pupils' academic development, progress and attainment in accordance with departmental policy;
- Participating in Parent/Teacher meetings as appropriate.

Pastoral:

- Safeguarding the well-being, health and safety of pupils in your charge both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- Making the relevant member of SLT aware of any student's academic or social problem(s);
- Maintaining discipline and high standards of conduct, courtesy and appearance among pupils at all times and co-operating in this with other members of staff;
- Undertaking the specific responsibility of a Class Teacher when required.

Professional development and conduct:

- Reviewing teaching methods and programmes of work in line with departmental policy;
- Participating in Performance Management Reviews and undertaking further training and professional development as appropriate;
- Attending school-based In-service Training days.

General Commitments to the School Community

- Participating in staff meetings;
- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them;
- Attending School Assembly (ref. Staff Handbook);
- Sharing necessary duties e.g. early morning duty, end of school and break duty. (Refer to Staff Handbook);
- Taking reasonable care that equipment and text books are in good order and that school property for which you are responsible does not get lost;
- Attending certain 'whole school' functions such as Curriculum Evening, Celebration of the School Year, Carol Service, School Productions, Athletics and Swimming Sports.

Line Management

Reports to the Head of Prep Department.

Remuneration

Guernsey has its own salary scale. The remuneration for this post will be on the Main Pay Scale (MPS) between £37,680 and £53,857 according to qualifications and experience. There is also an Upper Pay Scale (UPS) from £56,847 to £60,430 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually and are current at the time of writing.

Other Benefits

The College provides a comprehensive support package for appointees relocating to Guernsey. This includes removal expenses and the cost of an island visit, from the UK, prior to taking up the post.

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.