



Class Teacher



Application Pack

Classroom Teacher

Pay Scale: MPS1-MPS4 Required from September 2026

Fixed Term Maternity Cover for One Year

www.handaleprimaryschool.co.uk

Telephone 01287 640416

Do you want to join our school family? Do you want to make a full contribution to children's learning as well as the wider life of our school? If so, Handale Primary School may just be looking for you...

We are looking to appoint a skilled, committed, enthusiastic and inspirational teacher to join our vibrant, successful and supportive team.

The successful applicant must:

- lead by example and well embody our school motto. *'Together we inspire, encourage and succeed.'*
- have a proven track of excellent teaching successfully with an impact on progress;
- be passionate about pupil learning, progress and well-being;
- have excellent classroom organisation and behaviour management skills;
- be passionate about the development of a dynamic and inspiring curriculum, being able to lead and motivate our children;
- have excellent teaching, interpersonal and communication skills;
- be committed to their own professional development;
- want to make a full contribution to the wider life of our school.

The appointed person should be creative, forward thinking and able to work as part of a team as well as using their own initiative to ensure quality education for all pupils.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2024) will be undertaken before an appointment is confirmed.

The post will be based in Handale Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email admin@handale.lingfieldtrust.org.uk or phone the school to request an application pack on 01287 640416. All completed application packs must be returned directly to the Head Teacher via email.

Visits to the school are encouraged and can be arranged by contacting the school office for an informal discussion, or to arrange to visit the school to meet the children and staff team.

Closing Date: Friday 17th April **Shortlisting:** Monday 20th April

(If you do not hear from us on this date, please assume you have been unsuccessful)

Interview Date: Monday 27th April



JOB DESCRIPTION

POST TITLE:	Class Teacher
GRADE:	M1 – M4
RESPONSIBLE TO:	Head Teacher

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

To carry out such appropriate duties as may be reasonably directed by your Head Teacher, from those described in the School Teachers' Pay and Conditions Document or the equivalent provisions of successor documents.

Accountabilities/Main Responsibilities

1. To have a commitment to the agreed whole school vision and values as published on the school website. To positively promote and contribute to the team ethos of the Trust.
2. To plan, prepare and implement an appropriate programme of work for the children which:
 - takes account of each child's individual needs through differentiation of expectations/task.
 - considers the needs of the child in all aspects of development.
 - fulfils the National Curriculum requirements.
 - is in line with whole school policies.
 - motivates the children to learn independence and self confidence
 - have an awareness of decisions made by the Government, LA, Governing Body and Support Agencies
 - has a commitment to first-hand experience/curriculum enrichment and the celebration of children's contributions.
3. To assess and evaluate the children's work and provide pupil profiles/records of achievement which:
 - are in line with the National Curriculum requirements.
 - enable the tracking and monitoring of progress and inform the setting of annual targets.
 - form the basis of professional dialogue with: Colleagues; Parents; Support Agencies; Link Schools etc.
 - are filed and available (on request) to parents.
4. To ensure that all the children within the class have equal access to the experiences and opportunities provided.
5. To take an active part in meetings/working groups relevant to the age range that you are teaching.
6. To actively promote and implement whole school policies.
7. To have high expectations of the children in work, attitude and behaviour.
8. To have pastoral care of the teaching group, within the school ethos, by:
 - being a good role model for the children in all personal qualities.

- fostering the positive self-image of each child through praise and encouragement.
 - respecting each child and ensuring that each child develops through praise and encouragement.
9. To relay any concern to the Senior Leadership Team.
 10. To continue personal and professional development.
 11. This post has a high level of contact with, and responsibility for, children.
 12. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
 13. Any other tasks as may be reasonably requested by the Head Teacher.
 14. To carry out your duties with full regard to the Trust's Equality Policy.
 15. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Handale Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION - CLASS TEACHER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Qualified Teacher Status (QTS)	AF/C			
Experience & Knowledge	E2	Knowledge of structure and content of the National Curriculum	AF/I/R	D1	Qualified class teaching experience within Key stage 2	AF/I/R
	E3	Understanding & knowledge of current educational issues	AF/I/R			
	E4	A clear vision and understanding of the needs of Primary pupils including special needs	AF/I/R			
	E5	Experience of working successfully and co-operatively as a member of a team in a school	AF/I/R			
	E6	Evidence of commitment to raising achievement	AF/I/R			
	E7	Experience of teaching in KS1 and KS2	AF/I/R			
	E8	Experience of Little Wandle Phonics Programme				
Professional Development	E9	Attendance at recent and relevant training within the last two years	AF/I/R	D2	An active interest in staff development and willing to fully participate	AF/I/R
Skills	E10	Ability to communicate both orally and in writing to a wide range of audiences	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E11	IT Literate, capable of using MS Word/Excel and office packages	AF/I/R			
	E12	Ability to communicate effectively in Curriculum management – planning, delivery and assessment	AF/I/R			
	E13	Ability to demonstrate an understanding of curriculum planning, delivery and assessment	AF/I/R			
Personal Attributes	E14	A committed, enthusiastic and hardworking disposition	I/R	D3	Flexibility and adaptability in order to be able to work across age ranges and to mix and work with a wide range of people	AF/R/I
	E15	A caring and sensitive attitude towards pupils and parents	I/R			
	E16	High expectations of pupil's achievements	I			
	E17	Fully supportive reference	R			
	E18	Interest is working with children to promote their development and educational needs	AF/I/R			
	E19	Ability to form and maintain appropriate relationships and personal boundaries with children	AF/I/R			
	E20	Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community	AF/I/R			
Special Requirements	E21	Strategies understanding and knowledge of current issues in education.	AF/I/R			
	E22	Well-structured supporting letter	AF/C			

ESSENTIAL				DESIRABLE		
Criteria No.	ATTRIBUTE	Stage Identified		Criteria No.	ATTRIBUTE	Stage Identified
E23	Suitability to work with children / Satisfactory Enhanced Disclosure	D				

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to references.