



Appointment of Class Teacher
From September 2026 | Candidate information



The Albourne Way

Living life to the full

We proudly say... *The Albourne Way*,
a place where ideas ignite each day.
Where curiosity leads the charge,
and little voices dream so large.

We're searching now for someone bold,
whose teaching spark is bright and gold.
A motivator, warm and wise,
who helps young minds to rise, and rise.

With energy, organisation, flair,
you'll build adventures everywhere.
From lively lessons, bold and new,
to learning that feels fresh and true.

You'll stride beside our team with pride,
on a journey full of fun and stride.
Among green grounds and open skies,
a school that lifts, supports, and ties.

And with Hurst Trust's strong thread to
guide,
your growth and talents amplified.
We hope you'll bring your light our way...
And live, and lead, the Albourne Way.

Are you a forward-thinking teacher who believes in nurturing curiosity and a love of learning?

We are looking for someone who:

- Has high expectations of all children, regardless of their starting point
- Has experience of working in the primary classroom
- Is committed to working with others
- Is passionate about teaching and learning
- Is a hardworking, imaginative thinker who has excellent organisational and time management skills
- Is committed to supporting all aspects of school life.

If you are excited by thinking innovatively,
working as part of a forward-looking team and
confident to embrace change, then we would
welcome an application from you.

We can offer you:

- A lovely working atmosphere
- An innovative school
- A welcoming and supportive Albourne Family
- Cheerful and motivated pupils who thrive in their learning environment
- A dedicated and passionate staff team committed to achieving the best for every child
- Supportive professional development opportunities
- Ongoing support and guidance from Hurst Education Trust, our multi-academy trust
- A proactive and collaborative governing body providing a thoughtful balance of support and challenge.



Primary Classroom Teacher

School: Albourne CE Primary School

Post: Class Teacher

1 FTE, Full time, Permanent

Start Date: September 2026

Salary: M1 – M3 (ECTs welcome to apply)

Reporting to: Headteacher

Responsible for: Class teacher and subject leadership (M2+)

Year group to be decided depending on experience



Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of individual pupils in the class
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Understand and implement effective classroom management strategies
- Maintain high levels of behaviour and discipline in line with our behaviour expectations and behaviour policy
- Effectively manage other adults in the classroom utilizing clear and effective communication skills

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school

- Work with others on curriculum and pupil development to secure co-ordinated outcomes

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers
- Liaise effectively with colleagues across the school

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Church school ethos

- Uphold our Christian ethos by promoting our vision and values by role modelling them in all aspects of school life

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

The following criteria will be used for shortlisting and selection purposes.

EXPERIENCE

Qualifications and experience

- Qualified teacher status
- Degree
- Successful primary teaching experience

Skills and knowledge

- Knowledge of the National Curriculum
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to meet pupils' needs
- Ability to build effective working relationships with pupils
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Good ICT skills, particularly using ICT to support learning

Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Other

- An interest in cooking as we are building a kitchen and re-writing the Design Technology curriculum so that it is solely around cooking. We will be teaching the children from YR-Y6 to cook.
- Given our location, it is essential that you drive.





Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a Hurst education, because we believe it opens doors to the future. Therefore every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools who are part of the Hurst Education Trust receive a high quality education support package focused on the “Good to Outstanding” journey and access to Hurst College’s facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly
CEO Hurst Education Trust

www.hurst.education

Apply

The application process

Please read the job description and person specification carefully and address the criteria when completing the HET application form. Please detail where you feel your expertise lies across the primary phase and where you feel you can show greatest impact. We do not accept CVs.

Closing date: 27th April 2026 - 9:00am

Any questions can be directed to the Headteacher, Ms Fiona Keeling, via the office.

Visiting the School

Visits to the school are welcomed and **strongly** encouraged. Please contact the School Office to arrange this. office@albournecep.co.uk
01273 832003

Shortlisting - 28th April 2026

Shortlisted candidates will be contacted by email with information regarding the interview process.

Thank you for taking the time to apply; we know how much work and effort goes in to an application. We are only able to provide general feedback for applicants who are not shortlisted.

Interviews

Interviews will be held at the school on **May 5th and 6th May**.

Applicants are asked to advise their employers of a potential interview on this date.

If invited to interview, please bring photocopies of the following documents with you:

- Current Criminal Disclosure Certificate (CRB/DBS)
- P60/P45
- Birth Certificate/Marriage Certificate
- Driving License

Original proof (certificates) of qualifications

- A utility bill as proof of address (less than 2 months old)
- A bank or building society statement (less than 2 months old)

Data held for candidates who are not appointed will be shredded following the interviews.

Appointments are subject to satisfactory references and we will be taking these up **immediately** following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current Headteacher. Please note that we are only able to offer general feedback to candidates who are not appointed.

Medical Examination / Online Check

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination. Also, a check of social media presence will be carried out.



Criminal Record Checks

The successful applicant will be asked to complete an online enhanced DBS disclosure application requesting personal information in a number of areas. An offer of appointment will be subject to satisfactory DBS clearance.

Appointment

The successful candidate will be appointed from **September 2026**.

Safeguarding and equal opportunities

Albourne C of E Primary School and the Hurst Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Terms and conditions

National School Teachers' Pay and Conditions apply.

Albourne Church of England Primary School

The Street, Albourne, West Sussex, BN6 9DH

office@albournecep.co.uk

01273 832003

Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex

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