



Job Description: Class Teacher

Post title: Class Teacher (KS1) Part-Time 0.44 FTE
Salary: TMS/UPS to be negotiated
Responsible to: Head Teacher and Local Governing Body

Thank you for expressing an interest in the role of teacher of Balcombe C of E Primary School. We are delighted that you are considering our school as a place to continue your career and invite you to read this information and visit at your convenience.



Our aim is to ensure that every child who attends our school achieves their full potential and is supported to be the best that they can be. The governors seek to appoint a creative and enthusiastic teacher capable of teaching in a mixed age class to join our talented team.

About our School:

Balcombe CE Primary School is a vibrant, caring and inclusive school committed to providing a safe, supportive and stimulating learning environment, in which all children achieve their best and are recognised for their successes.

Our vision at Balcombe C of E School is to be guided by God to provide our pupils with a solid foundation for life; enabling them to flourish into confident learners and members of their community.

Staff, Governors, parents and members of the community work in partnership to ensure all children and adults feel valued and are able to grow and learn in an environment enriched by the Christian ethos of the school.



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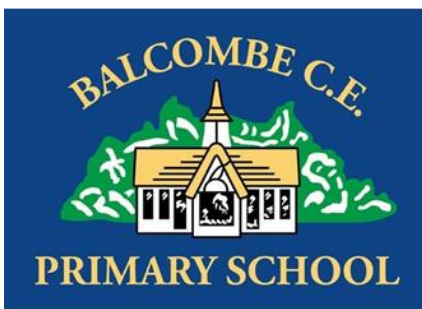


The school is a member of the Hurst Education Trust (HET) and the children, staff and leadership team all benefit from additional opportunities, facilities, professional development, support and expertise from being part of that multi-academy trust.

We would positively encourage candidates to visit the school. Please contact the school office to arrange a visit. We look forward to receiving your application.

Contextual Information:

Metric	Balcombe CE Primary School
Pupils (Capacity)	138 (150)
SEN	21%
EAL	2.9%
FSM	8%
Ofsted	Good – April 2023
SIAMS	Good – February 2023
Attainment (2025 Data)	GLD: 92% Phonics screening: 88% KS2 RWM Expected Standard: 63%



'In all that we do, we are guided by God'



Our Vision:

Our vision at Balcombe CofE Primary School is to be guided by God to provide our pupils with a solid foundation for life; enabling them to flourish into confident learners, caring friends and responsible members of their community.

We will do this by:

- providing inspiring teaching and commitment to the pursuit of educational excellence;
- fostering a lifelong love of learning;
- promoting and nurturing resolute Christian values;
- putting wellbeing at the heart of our school;
- encouraging our pupils to make a positive contribution to society;
- supporting each individual to be the best that they can be.

The school has:

- A welcoming atmosphere and a supportive working environment.
- Children who are well-behaved and motivated.
- Children who have a love for learning and strive to achieve.
- Been judged as 'Good' with 'Outstanding' behaviour by Ofsted (April 2023).
- A warm and collaborative Christian character.

We are looking for a teacher with:

- A passion for children's creative learning and a commitment to achieving high standards.
- The ability to work well with a small staff team.
- The vision and skill to support every child in reaching their potential, whilst at the same time, enhance and enrich their love of learning with a diverse curriculum.
- The ability to help pupils develop their own values and beliefs, and yet respect the religious, cultural and moral values of others, whilst providing them with an education based on Christian principles.

Job Purpose:

- To carry out the professional duties of a class teacher as set out in the current School Teacher's Pay and Conditions Document, in accordance with the school's policies under the direction of the Head teacher.
- To contribute to raising standards of pupil attainment.
- To play a full part in the life of the school community.

Core Requirements of the Post:

- To teach National Curriculum
- To teach according to the educational needs of the children including the planning, preparation and assessment of the work to be carried out by them.



- To set and maintain high expectations for good behaviour and discipline for the class and implement the behaviour policy.
- To ensure Safeguarding and Health and Safety policies are observed.
- To support and work within the Christian ethos of the school.
- To take pastoral responsibility for the pupils in the class and liaise with their parents.
- To work closely with and support colleagues in the team and school.
- To maintain good punctuality, planning, record keeping, classroom organisation and communication.
- To maintain an inspiring and creative learning environment and contribute towards the wider school learning environment.

Planning, Teaching and Class Management:

- To identify clear teaching objectives for pupils specifying how they will be taught and assessed using the school's agreed format.
- To set appropriate/adapted tasks that challenge pupils and ensure high levels of interest.
- To identify and support SEND and very able pupils.
- To be responsible for planning engaging lessons including awe and wonder moments.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- To encourage pupils to think and talk about their learning
- To write and keep records, ISPs, reports, targets and assessments.
- To liaise with colleagues regarding pupils' progress and needs especially at times of transfer.
- To evaluate own teaching critically and use this to improve own effectiveness.
- To fulfil the requirements of Appraisal and Continued Professional Development.

Monitoring, Assessment, Recording and Reporting:

- To assess and record pupils' progress systematically and monitor pupil progress to inform future planning.
- To report pupil attainment and progress to the school's leadership on a termly basis, following the school's agreed procedures.
- To follow the school's procedure for marking.
- To prepare and report pupil attainment and progress to parents during consultation evenings.
- To report to Governors and staff as required.

Other Professional Requirements:

- To set a good example to pupils and colleagues in presentation and personal conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To establish and nurture effective relationships with a range of stakeholders.



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- To attend and participate in INSET days, staff meetings and planning meetings.
- To work to and achieve any set deadlines.
- To take part in community, marketing and liaison activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

Find out more:

We very much hope this pack has given you a useful introduction to our School. This pack is by no means comprehensive or exhaustive, but hopefully will outline who we are and what we believe in. We very much hope you would like to be part of our future.

The School website is full of further detailed information about our school.

<https://www.balcombeschool.co.uk/>

The application process:

Please submit your application using the enclosed form, along with a supporting letter (please do not enclose a CV) stating how you satisfy the person specification and what you can bring to this role. The supporting letter must be no more than 2 sides of A4.

All applications must be accompanied by two references, one of which should be from your current employer. References may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

The closing date for applications is 12pm on Monday 18th May 2026. Please return your letter and completed application form to: bursar@balcombeschool.co.uk

Interviews will take place on Thursday 21st May 2026.

Safeguarding:

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

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Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, and 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.