



## Job Description: Class Teacher September 2026

<b>Post title:</b>	<b>Class Teacher (this could be in either KS1 or KS2- please state your preference within your application)</b>
<b>Salary:</b>	<b>TMS/UPS (Full time)</b>
<b>Start date:</b>	<b>September 2026</b>
<b>Responsible to:</b>	<b>Head Teacher, the Trust Board and Governing Body</b>

Turners Hill is an exciting, friendly and engaging place to learn and work. The governors seek to appoint a creative and enthusiastic teacher capable of teaching in a mixed age class to work within our talented team.

**At Turners Hill CofE School we aim for our children to flourish and become:**

**Stewards of the Earth** – proudly being a member of the Turners Hill family, engaging with their community whilst understanding and embracing diversity in our world.

**Eager to learn** – using their gifts to ensure they develop lively, enquiring minds to fulfil their potential.

**Faithful to God** – developing their own values and beliefs along with the respect of all religions and cultures within the context of a Church of England primary school.

Using **God's gifts** (talents and abilities) to reach their full potential we aim for our children to become:

- Role models, behaving sensitively towards each other and supporting the community and the wider world.
- Confident, independent, creative individuals who embrace challenge.

**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' by Ofsted (June 2023), with Outstanding behaviour and attitudes, personal development and Early Years judgements.
- A warm and collaborative Christian character (J1 in the most recent SIAMS, 2025).
- A record of high achievement- the school was in the top 4% of schools in England for KS2 SATS in 2025.



## 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 high 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 share and support the school's 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 vehicles for learning.
- To encourage pupils to think and talk about their learning
- To support children in developing the school's Core Learning Values of creativity, confidence, independence and the ability to meet and overcome challenges.



- To write and keep records, Individual Support Plans, reports, targets and assessments.
- To liaise with colleagues regarding pupil 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/the trust's agreed procedures.
- To follow the school's procedure for developmental 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.
- 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.

### **Additional Information:**

#### **Our Outside Facilities**

Our outside facilities allow us to teach the children to appreciate and value the 'great outdoors'. The School has lovely surroundings with a good sized playing field and woodland, along with fruit trees, vegetable plots and a playground allowing a good range of outside activities and sports. We are also very proud to deliver Forest Schools to children in our Reception, Year 3 and 4 classes along with those pupils in our pre-school setting.

#### **The Governing Body**

Our Governing body is very active within the School, with many Governors helping with classroom activities, Collective Worship, monitoring and driving the eco projects the School believes in.



## 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.

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 Village of Turners Hill

Turners Hill is a small West Sussex Village mid-way between East Grinstead and Crawley. It is close to the M23 which provides good motorway links and is some 15 minutes from Gatwick. Trains from East Grinstead or Crawley (Three Bridges) both of which are around 15 minutes away, will take you to London in a little over 30 minutes. Equally, the South coast is around a 30 minute drive away and nestled in between is some beautiful Sussex countryside.

Turners Hill is a small and close knit community where there remains an ‘old fashioned’ feel but with a modern twist. Community cohesion is vital and the School enjoys strong links with our local churches. The School history is well documented and the village as a whole recognises the important part the School has played in village life for many years. Mr Eric Dawes, who served as Headmaster for some 25 years, continued to help out within the School for many years. He epitomised the values that are visible and strong within our community.

## 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. We would strongly encourage any candidates to visit our school. Please contact the school office to organise a tour.

The School website is full of further detailed information about our school. Here you will also find our Prospectus. [www.turnershillschool.org.uk](http://www.turnershillschool.org.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.



**Please indicate your preference for teaching in either Key Stage 1 or Key Stage 2 within your letter or statement.**

The closing date for applications 20<sup>th</sup> March 2026 with interviews taking place on Wednesday 25<sup>th</sup> March. Please return your letter and completed application form to: [office@turnershillschool.org.uk](mailto:office@turnershillschool.org.uk)

### **Safeguarding**

Turners Hill 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.

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.