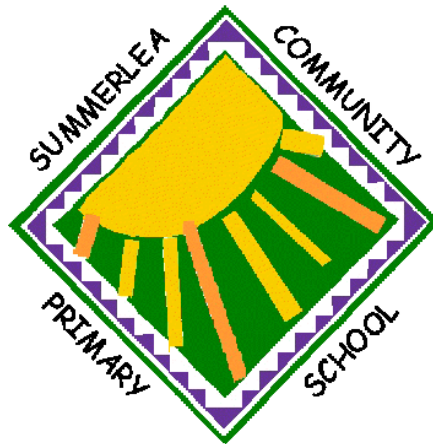


RECRUITMENT PACK



Teacher (Maternity cover)



Our Headteacher

Dear Applicant,

Thank you for your interest in this post at Summerlea Primary School.

Summerlea is a popular two-form entry primary school, with on an average 420 children on roll. Our school aim is to give **"Growing ambition to be individual, independent and life-long learners."**

We are part of the Schoolsworks Academy Trust, which gives us the opportunity to collaborate and share good practice across the schools. Through this, by joining a Schoolsworks school, you will benefit from numerous CPD opportunities that will allow you to improve your teaching practice as your career progresses.

This is a great opportunity as a teacher at Summerlea for you to engage with like minded colleagues and make a real difference to children's learning outcomes. You will have the support and guidance of your Headteacher and Senior Leadership team as you settle into your role within the school.

Our school offers: wonderful grounds and environment; individual children who thrive in becoming the best they can be and a vibrant community, which we would love you to be part of.

We look forward to receiving your application.

Yours faithfully,

Joe Todd
Headteacher



Windsor Drive, Rustington
West Sussex BN16 3SW
Tel: (01903) 856783
www.summerlea.w-sussex.sch.uk

About Our School

Welcome to Summerlea Community Primary School. We are incredibly proud of our school and the children in it. We pride ourselves on the strong relationships that we create with children, parents and our wider community.

Our school aim is to give “Every Child, Every Chance, Every Day”. We passionately believe in this. We understand that every child is individual, unique and has a wide range of talents. It is our job is to bring out the best in them through support, challenge and not being afraid to learn from mistakes. We want our children to have confidence, though a wide range of opportunities to explore, investigate, question and achieve.



We also want to prepare them, not only for the next steps in their education, but for the rest of their lives. Our curriculum is broad, creative and exciting which enables not only our children to become successful learners but also, to have fun whilst they do it!

Summerlea is a community primary school for pupils between the ages of 4 and 11 (Early Years Foundation Stage, Key Stage 1 and Key Stage 2).

The school is situated in attractive grounds to the north of Rustington village. The school building is light, bright and airy and very well equipped. We value our community and all the stakeholders involved in our school. We are committed to continuous improvement in all we do, but are also keen to celebrate our strengths and the special memories that we create here.

The Trust Safeguarding information can be found [here](#).



Teacher (Maternity cover) Advert

Ref:	400155
Required:	September 2026
Contract:	Fixed Term maternity cover to August 2027
Hours:	1 FTE
Salary:	TMS 1-6, £32,916 to £45,352 p.a.

Summerlea School is a friendly, happy and caring two form entry primary school in West Sussex, which has a fantastic and supportive staff team and is well respected within the local community. We have high expectations and a school-wide commitment to improve children's learning and staff expertise and professional development.

We are seeking to appoint an enthusiastic, positive and dedicated teacher, to join our friendly, caring and committed team as maternity cover. In particular, we are looking for someone who already is or has the potential and the desire to become an excellent class teacher, and someone who is keen to learn from colleagues. Experience or a desire to work in EYFS or lower key stage 2 would be beneficial, but not essential.

The successful candidate will be an effective, creative teacher, able to inspire and motivate children to do their best. They will have a very good understanding of high quality teaching and learning, together with a firm grasp of how to promote excellent behaviour. In return, we are committed to investing in you and providing excellent professional development opportunities both in and outside of school.

In return we can offer you:-

- A supportive environment where staff and children learn alongside each other.
- Friendly and enthusiastic children who enjoy learning in a happy and secure environment.
- An excellent staff team, who work highly effectively with each other whilst having high aspirations and standards.
- A supportive academy trust which provides excellent professional support and development opportunities across a range of local schools.

Applicants should clearly state on the application form their current expertise and previous experience. Please make reference to the Job Description and Personal Specification when completing the Skills and Competencies part of the application.

Visits to the school are warmly welcomed. If you are interested in applying and would like to visit the school, please contact Keighley Steward, Office Manager Tel: 01903 856783, to arrange a suitable time to visit.

Summerlea Primary School is committed to safeguarding and promoting the welfare of our children. This post is subject to rigorous pre-employment checks, including references, qualifications, health, enhanced DBS checks and online social media searches. Summerlea Primary School is part of the Schoolworks Academy Trust and the trust is fully committed to supporting the career development of all its staff.

Application forms should be sent to the school by email to recruitment@schoolworks.org

Closing date: Friday 8th May 2026,

Interview date: W/c Monday 11th May 2026

Job Description

Scale: TMS 1-6

Responsible to: Leadership Team, Headteacher, & Schoolsworks Academy Trust

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

MAIN PURPOSE OF THE JOB:

To carry out the professional duties of a teacher, as circumstances may require, and in accordance with the school's policies under the direction of the Headteacher.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
- Making effective use of assessment and ensure coverage of programmes of study;
- Ensuring effective teaching and best use of available time;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Using a variety of teaching methods to:
 - ◆ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ◆ use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - ◆ select appropriate learning resources and develop study skills through library, IT and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

b) Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents.

Job Description Cont.

c) Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities

d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Know subject(s) or specialism(s) to enable effective teaching;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute positively and effectively to the Every Child Matters agenda;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents, School Community Council and Schoolsworks Academy Trust.

e) Standards and quality assurance

- Support the aims and ethos of the School;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in open evenings and student performances;
- Uphold the school's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings;
- Develop links with School Community Council members, the Trust and neighbouring schools.
- Post Threshold teachers will need to meet and maintain the criteria set out in the 'Upper Pay Range Criteria' document

f) Maintenance of Professional Standards:

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School;
- Ensure the development and maintenance of a team culture that enables all members of the team to be effective in their respective roles;
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.
- Undertake any other reasonable professional task as directed by the Headteacher

Other Information:

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder must carry out their duties in accordance with current UK and European law and Schoolsworks Academy Trust's policies, procedures, requirements and standards January 2019

Person Specification

	Essential Criteria	Desirable Criteria	
Qualifications & training	Qualified Teacher Status Good honours degree		A
Knowledge & Experience	Experience of teaching in Key Stage 1 or 2	Experience of teaching in another key stage	A
	Knowledge & understanding of safeguarding requirements in schools		A/I
	Sound knowledge of the National Curriculum for Key Stages 1 and 2	Specialist knowledge of a National Curriculum subject	A/L
	Secure subject knowledge of English and Maths suitable for teaching in KS 1 and KS2		L/I
Teaching & Learning	Record of high-quality effective teaching in Key Stage 1 or 2	Up-to-date knowledge of current issues in primary education	L/R
	Successful experience of managing behaviour of pupils		L/I
	Sound understanding of effective use of assessment & feedback in class		L/I
	Understanding of how to meet the needs of pupils with a range of prior attainment		L/I
Personal Attributes	Relate well to pupils and colleagues		I
	Ability to work as part of a team for planning and teaching		I
	High expectations of self and others		I
	Drive, ambition and passion for education		I
	Willingness to be involved in the wider life of the school		L

Criteria to be assessed through:

Application (A), Supporting Letter (L), Interview (I) and References (R)

Employee Benefits

Continuous Professional Development and Secondments: We are committed to providing the highest quality professional development to all our employees. This includes a variety of CPD opportunities from ECT induction sessions and continuous support during the 2 year ECT programme to leadership development sessions and opportunities for further study i.e. NPQSL, HLTA or similar courses. We also aim to provide opportunities for collaboration and networking to learn from each other and embed outstanding practice in their own schools as well as secondment opportunities across all our schools.

Flexible Working: We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. Schoolsworks recognises that there are sometimes occasions when employees may be able to work flexibly without compromising the needs of the organisation. In these circumstances this can help Schoolsworks to deliver high quality education and enable employees to achieve a healthy work-life balance.

Mental Health First Aiders: Our mental health first aiders are here to support all our employees, connecting with colleagues who understand and promote well-being within our organisation

Employee Assistance Programme: Access confidential counselling and support services through our free Employee Assistance Programme which supports employees and their families with a number of different, challenging situations they may be experiencing at any time. The Wisdom wellbeing app, available to all employees, is designed to support mental and emotional health.

Long service recognition: We are proud to celebrate our staff members reaching service milestones such as 10 and 20 years and to show our appreciation we endeavour to award service certificates, gifts / gift cards and wellbeing days off, which vary according to length of service.

Pension Scheme: Our pension schemes ensure that you can plan for a secure financial future. All employees are automatically enrolled on either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS) pension scheme.

AVC's Salary Sacrifice: Additional Voluntary Contributions (AVCs) provide an opportunity for employees who are members of the LGPS to pay additional contributions in order to increase their pension benefits at retirement. AVCs are an efficient way to save for retirement because they attract full tax relief.

Vivup: Enjoy exclusive discounts and offers. Employees can access a wide variety of lifestyle benefits, e-vouchers and reloadable cards including discounts on travel bookings, high street vouchers, gift cards, restaurants, cinema tickets, days out, leisure activities and day to day spending. We've also secured local offers such as discounted gym memberships.

Our **Staff Information Guide** and our **HR Policies** can be viewed online at www.schoolsworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLSWORKS.ORG

The Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently working with ten schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Hawthorns Primary School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Summerlea Primary School
- Whytemead Primary School

We educate over 4000 pupils and employ over 550 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, IT, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: www.schoolsworks.org



schools
works

Academy Trust

*Building children's
futures together*