

# RECRUITMENT PACK



## Class Teacher



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Academy Trust  
Building children's  
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# Our Headteacher

Dear Applicant,

Thank you very much for your interest in the post of **Class Teacher** at Rose Green Junior School.

We are looking for a positive and enthusiastic person to join our amazing staff team, who are a fantastic group of people. Our staff work extremely well together to support and look after each other and simply want the very best from every child. Happiness and wellbeing for both children and staff are at the very core of our work, whilst having high expectations and a passion & desire to improve.

There is a huge amount of knowledge and expertise across our staff team and by working at our school, you will be very lucky to be able to work with, and learn from, such experienced, capable and knowledgeable staff, who are only too happy to support you with your own development. Reflection and improvement is part of our normal practice and we are continually looking to see how we can improve and optimise our provision in order to support teaching staff and children to thrive and to achieve their very best.

I would highly recommend that you come and visit our school, if you are able to. This will help you get a feel for our school and meet some of the children and staff and for you to see if it feels right for you. To book a visit, contact our Office Manager, Mrs Nikki Gunn [ngunn@rosegreenjunior.co.uk](mailto:ngunn@rosegreenjunior.co.uk)

It would be great for you to be part of our journey of continual improvement and we are very confident that you will love working at our school!

We look forward to hearing from you.



Philip Craig  
Executive Headteacher



Cathryn Easton  
Head of School



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Bognor Regis, West Sussex PO21 3NA  
Tel: (01243) 262317  
[www.rosegreenjunior.co.uk](http://www.rosegreenjunior.co.uk)

# About Our School



We are a 3-form entry Junior School in a mixed catchment on the south coast. Each of our Year Group teams work very closely together, with a Year Leader in each year who takes the senior lead.

Year Group teams have PPA together each week, in order to provide quality time together to plan and share good practice. Our pastoral team is a particular strength of the school, and we really personalise our provision to meet the needs of the individual child.



Our curriculum is built around key issues that we feel is really important for this generation of children, for when they are older, and is built around three key principles: 'Looking after ourselves, Looking after each other, Looking after our Planet.' We want to ensure that children are equipped with the knowledge and skills that they will need for life and we have a relentless focus on getting the foundations embedded in terms of basic skills, which we feel enables children to

progress faster in the future.

Our topics are cross curricular, where appropriate, in order to support with children's learning and their ability to make links in their learning. Practical and investigative learning is prioritised, particularly in the foundation subjects and, as well as building children's knowledge, the development of children's personal skills is also a focus including independence, resilience and teamwork.

Our strong practice and provision was recognised in our Ofsted inspection, in June 2024, who said: *"Staff deliver a curriculum that is highly aspirational and ambitious for all pupils. The school has carefully thought about the key knowledge that pupils must know in order to be lifelong learners."*

As an academy, we have access to a wealth of knowledge and experience from our other schools and we actively promote staff visiting other schools in our trust to share and learn from colleagues as well as providing a range of CPD opportunities.



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

# Advert

<b>Ref:</b>	<b>400143</b>
<b>Required:</b>	<b>September 2026</b>
<b>Contract:</b>	<b>Fixed term, one year to 31st August 2027</b>
<b>Hours:</b>	<b>1FTE</b>
<b>Salary:</b>	<b>TMS 3 -6, £37,101 - £45,352 p.a.</b>

We are seeking to appoint an enthusiastic, positive and dedicated class teacher, to join our friendly, caring and committed team. This post would be suitable for experienced teachers and those who have satisfactorily completed their statutory two-years ECT induction programme.

We are a high-performing 3-form entry Junior School, with a very successful recent Ofsted inspection. We have a fantastic, friendly and supportive staff team, who have very high expectations and a school-wide commitment to improve children's learning, staff expertise and professional development.

The successful applicant will be an excellent class teacher and will:

- Engage and motivate children to do their best.
- Be emotionally intelligent and a positive, enthusiastic & supportive colleague.
- Participate and contribute fully to our staff team.
- Strive to attain high standards and have a desire to improve their practice.
- Provide an excellent learning environment that promotes high expectations.
- Work successfully with parents and the community.
- Have a passion and desire to want the very best for all children, whilst having a belief that every child can succeed.

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.
- Excellent professional support and development opportunities.

Visits to the school are highly recommended. If you would like to book a visit, please contact Mrs Nikki Gunn (Headteacher's PA) at [ngunn@rosegreenjunior.co.uk](mailto:ngunn@rosegreenjunior.co.uk). We do recommend that you also visit our school website [www.rosegreenjunior.co.uk](http://www.rosegreenjunior.co.uk) for further information about our school.

Applicants should clearly state on the application form their current expertise and previous experience. For a list of essential and/or desirable criteria please see the personal specification and job description available to download alongside this advert. Completed application forms should be sent to [recruitment@schoolsworks.org](mailto:recruitment@schoolsworks.org)

Rose Green Junior School is committed to safeguarding and promoting the welfare of our children and there is an expectation of all staff and volunteers to share this commitment. This post is subject to rigorous pre-employment checks, including references, qualifications, digital footprint, health and enhanced DBS checks. Rose Green Junior School is part of the Schoolsworks Academy Trust and the Trust is fully committed to supporting the career development of all its staff.

**Closing Date: Monday 20th April 2026**

**Interview Date: Tuesday 28th April 2026**

# Job Description

## **Post: Class Teacher**

### **Responsible to: Leadership Team, Head of School, Executive 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.

# Person Specification

	Essential Criteria	Desirable Criteria	
<b>Qualifications &amp; training</b>	Qualified Teacher Status		A
	Good honours degree		
	Satisfactory completion of statutory two years ECT induction		A
<b>Knowledge &amp; Experience</b>	Experience of teaching in Key Stage 2		A
	Knowledge & understanding of safeguarding requirements in schools		A/I
	Sound knowledge of the National Curriculum for Key Stage 2	Specialist knowledge of a National Curriculum subject	A/L
	Secure subject knowledge of English and Maths suitable for teaching KS2		L/I
<b>Teaching &amp; Learning</b>	Record of high-quality effective teaching in Key Stage 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
	Ability to plan lessons with a clear focus on intended knowledge and outcomes		L/I
<b>Personal Attributes</b>	Establish excellent relationships with children 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

The final column indicates how each of these criteria will be assessed. Elements marked A or L will form the main part of the shortlisting process

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](http://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](http://www.schoolsworks.org)



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