



Hurst
EDUCATION TRUST



Appointment of **Class Teacher**
From September 2026 | Candidate information



Welcome

'In everything, do unto others as you would have them do to you' – Matthew 7:12

West Hoathly CE Primary School is vibrant village school and we are looking for an enthusiastic and dynamic individual to be part of our hard working and dedicated team.

We are looking for a Class Teacher who can inspire and motivate children, giving them exciting learning opportunities and a life long love of learning. We are looking for someone with excellent communication and organisational skills, a commitment to whole school improvement and deliver a high quality education. We would be delighted to receive applications from you if you are nurturing, kind and have inclusion at your heart.

Working with our Headteacher, you will join a rapidly changing and improving school and will be well supported by our governing body and colleagues in all aspects of your professional development. You will be warmly greeted by our pupils and parents alike and our beautiful grounds and location provide excellent stimulus for a rich and fulfilling curriculum. We are part of Hurst Education Trust which offers first class CPD for staff and enrichment opportunities for our children.

We are seeking to appoint an energetic and talented professional who can demonstrate excellent classroom practice and a commitment to professional development.

We are looking for someone who:

- Has strong, inclusive roots in the classroom and is confident in adapting teaching to meet a range of needs of individual learners
- 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 the school's work, especially its caring Christian ethos

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

We can offer you:

- A nurturing school that values the development of the whole child
- A welcoming and supportive parental community
- 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: West Hoathly CE Primary School

Post: Class Teacher
1 FTE, Full time, Permanent

Start Date: September 2026

Salary: M1 – M6

Reporting to: Headteacher

Responsible for: Class teacher
and subject leadership

Role overview

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

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
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

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 postholder 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

This job description may be amended at any time in consultation with the postholder.



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 in your application. Some of our classes are mixed age classes and we are willing to look at expertise across the primary phase. 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: **Friday 17 April 2026**

Any questions can be directed to the Headteacher, Mrs Samantha Dann, via the office.

Visiting the School

Visits to the school are welcomed and encouraged. Please contact the School Office to arrange this.
office@westhoathlyschool.co.uk
01342 810302

Shortlisting

Shortlisted candidates will be contacted by phone and the interview process will be confirmed by an emailed letter. 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 **Wednesday 22 April 2026**

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 Licence

- 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

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination.



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

West Hoathly 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.

West Hoathly Church of England Primary School

North Lane, West Hoathly, West Sussex, RH19 4QG

office@westhoathlyschool.co.uk

01342 810302

Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



West Hoathly Church of England Primary School

North Lane, West Hoathly, West Sussex, RH19 4QG

office@westhoathlyschool.co.uk

01342 810302

www.westhoathlyschool.co.uk

www.hurst.education

IN PARTNERSHIP WITH

