



# KS1 Classroom Teacher

September 2025

Permanent / Full-Time

MPS 1-6

Felbridge Primary School  
joins Tandridge Learning Trust on 1/9/24

Tandridge  
Learning Trust

Excellent Teaching  
Inspiring Leadership  
Innovative Training

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# WELCOME

Dear candidate,

We are delighted that you are interested in our vacancy for a class teacher.

We think our school is a very special place to work and learn. It has a long history dating back to 1783 when the school had just 12 pupils on roll and the Headteacher lived on site! The original school building- the oldest school building in Surrey still in use- has been sympathetically extended to include modern purpose-built accommodation.

Our school vision of 'Finding the best in everyone' underpins everything we do, as do our values: compassion, creativity, challenge, curiosity and courage. The children are at our heart, and we work closely together to ensure that each and every one of them achieves their potential, both personally and academically. Both children and staff are committed to our school vision, values and positive ethos.

We are proud of our inclusivity. Felbridge is a school for every child and every family. Pupils on the SEND register flourish personally and academically in the supportive and nurturing environment.

There are currently 207 children on roll. Within the school grounds we manage our own very popular Breakfast Club and After School Club. We have an active and supportive FoFPS (Friends of Felbridge Primary School) who raise additional funds for the school through a variety of events for children and parents. Stay and Play, an independently run pre-school, operate from a separate building onsite, providing a valuable source of additional revenue.

Although the school is situated close to the large town of East Grinstead, it retains its identity as a village school. There is very strong sense of community and belonging to the school and the school is held in high regard in the local area.

Felbridge joined Tandridge Learning Trust in September 2024, which has brought many opportunities to work with other schools and access to extra resources, making this an exciting time for the school.

If you would like to join our friendly, supportive and dedicated team and if you believe your skills and attitudes match our job description, we look forward to receiving your application.

Yours sincerely

**Emma Thorp**

**Headteacher**



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# JOB ADVERTISEMENT

We are seeking a Classroom Teacher to join our friendly and supportive teaching team. We offer a strong foundation in a 'Good' school (Ofsted November 2022) which is ready for an exciting future as we prepare our children for the opportunities and challenges which lie ahead.

Located on the beautiful borders of Surrey and West Sussex, Felbridge Primary School has a traditional 'village' feel, with excellent transport links to London, Gatwick and the south coast. We encourage you to visit so that you can see for yourself all we have to offer!

Felbridge Primary School joined Tandridge Learning Trust from September 2024 and as such, you will have the support of a professional shared services team, enthusiastic and passionate school-based staff and committed local governors, who are all keen to warmly welcome you. As a community, we work together to create a caring, inclusive environment in which pupils can grow intellectually, emotionally, and socially.

## **We can offer:**

- Children who love their learning.
- Highly committed and dedicated staff who want the best for every child in our care
- A modern school set alongside a beautiful, historic building, with plenty of outdoor space including its own woodland and history aplenty!
- An ongoing commitment to your professional career development
- Be a really strong team player but also be able to work independently in a one-form structure.
- A professional shared services team which provides Compliance, Finance, HR, IT and Marketing support and advice
- Excellent staff benefits, support and activities

*Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. The successful candidate will be required to undergo safer recruitment checks including an enhanced DBS check.*

*As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.*



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# JOB DESCRIPTION

## Job Purpose

To carry out the professional duties of a Class Teacher.

To work in partnership with the Headteacher to create an achievement culture where all children receive high quality education.

To lead and support staff in developing good practice in all aspects of a curriculum subject in line with school assessment policy with a view to raising standards.

To support the success and continuous improvement of the School and the Trust, ensuring that visions and values are shared, promoted and pupils achieve excellent outcomes.

- Ensure all relevant policies and procedures are implemented, reviewed, meet statutory and organisational requirements and contribute to continuous school improvement
- Be innovative in recruiting, retaining and deploying staff to achieve the vision and aims of the school, recognising achievement and dealing with performance concerns as they arise
- Provide creative and visionary leadership in order to build effective teams and provide strategic direction
- Implement and sustain effective systems for the management of staff performance and development, drawing from internal and external resources
- Guarantee that outstanding teaching and professionalism remains a core focus and that all staff recognise their role in the success of the school
- Provide information, advice and support to the members of the Local Governing Committee and Trust Board to enable them to meet their responsibilities to the school

## Key Accountabilities and Tasks

### Key Responsibilities

- As a Class Teacher, being an exemplar of good practice in terms of your own teaching and organisation and to carry out the duties as laid out in The School Teachers' Pay and Conditions Document and professional standards for teachers.
- To ensure and plan a high-quality learning experiences according to educational needs, meeting internal and external quality standards. Lessons to be planned using a variety of delivery methods which will stimulate learning and ensure progress appropriate to pupil needs and demands of the curriculum framework.
- To assess, record and report on the attendance, progress, development and attainment of pupils.
- To contribute to the discussion of the schools aims and policies and participate in the implementation of policies, plans, targets and practices.
- To maintain good relationships with all those involved in the life of the school – staff, parents and governors.



# JOB DESCRIPTION

## Non-Contact Monitoring Time

- Review and draw up policies, schemes of work
- Monitor progress using appropriate data ensuring high expectations for achievement and attainment.
- Ensuring provision of an appropriate curriculum in accordance with the schools aims and policies
- Work alongside colleagues across the school
- Observe the implementation of a curriculum subject across the school
- Undertake activities linked to a curriculum subject when they form part of a target in the School Improvement Plan
- Prepare school-based In-Service Training (INSET) for colleagues when necessary

## Professional Development

- To take principal responsibility for one's own professional development, attending courses if applicable.
- To participate in arrangements for effective performance management.
- To keep up to date with current developments in education.
- Lead INSET sessions in the curriculum subject you are responsible for.
- To support colleagues in their professional development.
- Liaise as appropriate with colleagues, consultants and governors

## School Improvement

- To support the development of the school within the Trust and the wider community, strengthening partnerships, promoting community cohesion and establishing a range of inclusive links with partners.
- Work with the Senior Leadership Team to monitor and review the progress made on any relevant targets in the school improvement plan and to develop the next stages of the plan.
- To identify opportunities for student engagement and enrichment in community activities
- Advise the Senior Leadership Team of any particular issues that should be included in the School Improvement Plan.

## Safeguarding

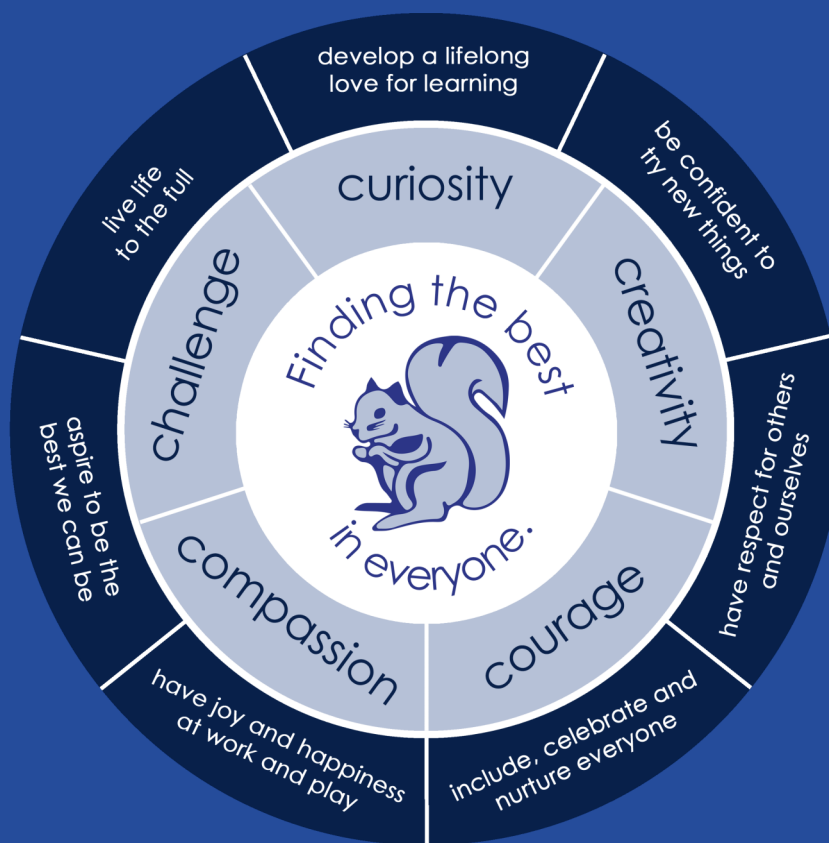
- To communicate and consult with appropriate staff and others, regarding the welfare of individual students
- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



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|                                | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | DESIRABLE                                                                                                                          |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| QUALIFICATIONS<br>& EXPERIENCE | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Commitment to and evidence of CPD</li> </ul>                                              |
| KNOWLEDGE<br>& EXPERIENCE      | <ul style="list-style-type: none"> <li>• Teaching practice in a primary school</li> <li>• Theory and practice of effective provision for all individuals (class organisation, management, use of learning strategies)</li> <li>• Statutory curriculum requirements at appropriate Key Stage</li> <li>• Monitoring, assessment, recording and reporting of pupil progress</li> <li>• Statutory requirements for Equalities, Health &amp; safety, SEND and Safeguarding</li> <li>• Positive links necessary with all stakeholders</li> </ul> |                                                                                                                                    |
| SKILLS<br>& APTITUDES          | <ul style="list-style-type: none"> <li>• Use effective strategies to promote school aims, ethos and values</li> <li>• Nurture and develop positive relationships with all stakeholders</li> <li>• Communicate effectively – orally and in writing</li> <li>• Create a positive and effective learning environment</li> </ul>                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Develop strategies to create community links</li> </ul>                                   |
| PERSONAL<br>ATTRIBUTES         | <ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Enthusiastic &amp; self-motivating</li> <li>• Calm under pressure</li> <li>• Well organised</li> <li>• Positive outlook</li> <li>• Team Player</li> </ul>                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• A commitment to all aspects of school life e.g. after school clubs / community</li> </ul> |
| SAFEGUARDING                   | <ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy</li> </ul>                                                                                                                                                                                                                                                                          |                                                                                                                                    |





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