



Ocklynge Junior School
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OCKLYNGE JUNIOR SCHOOL

JOB APPLICATION PACK

KS2 CLASSROOM TEACHER



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A WARM WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for considering a role at Ocklynge Junior School. As part of the South Downs Learning Trust (SDLT), we are proud to provide an outstanding education in a warm and supportive environment. Our ethos encourages the development of each child as a responsible, respectful, reflective and resilient individual. We value the role our staff play in making this possible, and we believe that by working together, we can achieve great things.



We are seeking to appoint a **KS2 Teacher** to join our dedicated and nurturing team. You will be creative in your approach to teaching, well-organised and have high aspirations for all pupils. At Ocklynge, we are passionate about delivering high-quality education through engaging and stimulating teaching. We strive to develop enquiring minds and independent learners, fostering awareness, knowledge and understanding beyond the classroom.

As a school, we are committed to **supporting our staff in their professional growth**, offering a dynamic and collaborative environment where teachers can thrive. In this role, you will:

- Demonstrate and uphold the **school values** in all aspects of your work.
- Be an **innovative teacher** with the ability to teach across KS2.
- Work collaboratively within a team, supported by the **Head of Phase and Senior Leadership Team**.

You will be joining an ambitious and highly supportive school that offers:

- **Motivated and enthusiastic learners** who respond well to engaging teaching and work independently.
- **A strong team ethos** across the year group and the whole school, ensuring collaboration and professional growth.

In this job pack, you will find a **Job Description and Person Specification**, which outline the key responsibilities, expectations and qualities we are looking for in our next team member. We are looking for someone with the **passion and determination** to make a real difference in children's lives, ensuring they achieve the **best possible outcomes**.

We are committed to creating an environment where both pupils and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

I look forward to receiving your application and to learning more about how you can contribute to the success of our school.

Kind regards,

A handwritten signature in black ink, appearing to read 'Paul Reilly', with a long, sweeping underline that extends to the left and then curves back up to the right.

Paul Reilly
Headteacher

ABOUT OCKLYNGE JUNIOR SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ocklynge Junior School is a vibrant and welcoming school that is proud to be part of the SDLT. We provide a nurturing environment where children are encouraged to develop their full potential, both academically and socially. Our focus is on creating a supportive, safe and stimulating learning space where every child is valued.

As part of the SDLT family, Ocklynge Junior School benefits from being part of a collaborative network of schools. The Trust offers a wealth of resources, expertise and professional development opportunities, enriching both staff and pupils alike. The Trust's shared values emphasise high expectations, inclusivity and continuous improvement, fostering a positive culture of growth across all its schools.

Being part of the Trust means that Ocklynge Junior School pupils and staff can access a strong support network, prioritising collaboration, the sharing of best practices and the development of future leaders in education.



OUR VALUES

Ocklynge Junior School has a very strong ethos that is underpinned by its own core values where we are responsible, respectful, reflective and resilient.

- In general terms this is what we are trying to achieve with the children in our care:
- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others.

WE ARE RESPONSIBLE

We encourage our students to work hard, take ownership of their learning, and support each other in achieving their best.

WE ARE RESPECTFUL

We promote kindness, politeness, and consideration for others. Our students are taught to appreciate and value differences.

WE ARE REFLECTIVE

We inspire our students to be thoughtful and introspective, to learn from mistakes, and continuously improve.

WE ARE RESILIENT

We nurture a growth mindset, where students are encouraged to persevere and tackle challenges with confidence and determination.

JOB DESCRIPTION

Job Title: **Classroom Teacher**
School: **Ocklynge Junior School**
Grade: **MPS/UPS**
Responsible to: Headteacher

Main Purpose

The classroom teacher is responsible for fulfilling the professional duties of a teacher as required by the school and under the direction of the head teacher. They must demonstrate strong curriculum knowledge and deliver high-quality teaching, learning, and assessment to support student achievement. Additionally, they are expected to uphold the safeguarding and welfare of pupils at all times, in accordance with school policies and statutory requirements.

Teachers Standards

Teachers' Standards is the core document for practising teachers at this school and defines their daily role and responsibilities. The Standards encompass teachers' job descriptions, reflect the school development plan and constitute the framework for the management of the appraisal process in this school.

Areas of Responsibility and Key Tasks

Ensure that pupils achieve outstanding progress through:

Planning, Teaching and Class Management

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

- Identifying clear teaching objective 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;
- be aware of and make provision for pupils who are AEN/SEN, very able, LAC or who have other particular needs;
- 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:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions
 - ii. select appropriate learning resources and develop study skills through library, ICT 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;

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 pupils as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

Curriculum Development

- contribute to the whole school's planning activities; liaise with the Key Stage Leader or Curriculum Leader to ensure the implementation of the school's
- curriculum vision

School development

- To promote equal opportunities within the school and to seek to ensure the implementation of the school's and Children's Services equal opportunities policies;
- To promote within the school a culture in which all pupils, staff and parents feel confident in raising concerns relating to the welfare or safety of children and that those concerns will be heard and dealt with consistently, and to do this in accordance with the school's Child Protection Policy.
- To promote and safeguard the welfare of children in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
- To comply with the school's safeguarding procedures and any relevant guidance from Keeping Children Safe in Education (KCSIE).
- To ensure all interactions with pupils adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct pupil contact.
- To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

Other Professional Requirements

- have a good working knowledge of teachers' professional duties and legal responsibilities;
- operate at all times within the stated policies and practices of the school;
- have good knowledge of subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- 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;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils;
- contribute to the everyday life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Key skills and abilities

- Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to children in the primary school age range.
- Ability to assess the needs of individual pupils and maintain appropriate records for the purpose of continuity and progress in curriculum areas.
- Ability to select appropriate resources to create a stimulating learning environment.
- Ability to relate and communicate effectively with parents and encourage their participation in their child's education.
- Ability to direct the work of a teaching assistant.
- Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school.
- Excellent inter-personal skills
- Excellent time and task management skills.
- Ability to work under pressure and to deadlines.
- Ability to use data effectively in setting targets and understanding pupil progress.

Knowledge and Experience

- **Knowledge of safeguarding procedures** and responsibilities when working with children.
- Familiarity with **Keeping Children Safe in Education (KCSIE)** guidelines and statutory safeguarding requirements.
- Basic knowledge of school operations and procedures.
- Previous experience of working in a school or with children is desirable.
- Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.
- Evidence of exemplary Foundation/Key Stage 1/Key Stage 2 classroom practice.
- A sound understanding of recent developments in the primary school curriculum.
- Knowledge of the particular requirements of delivering education to pupils with AEN/SEN, very able, LAC or who have other particular individual needs.
- Knowledge of strategies which are necessary to promote purposeful learning and progress while safeguarding the health and safety of pupils.
- Understanding of multicultural education and other issues related to ensuring that classroom organisation and practices is not discriminatory.

Desirable

- Proven ability to lead a subject area.
- **Safeguarding qualification** or training in child protection.

Qualifications

- DfE recognised teaching qualification
- Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.

Personal Attributes

- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to a range of teaching approaches that encourage pupils to develop their full potential.
- Commitment to equal opportunities within the whole school development plan.
- Commitment to partnership with Governors, school and parents.
- Evidence of commitment to personal continuing professional development.
- Ability to demonstrate commitment to Equal Opportunities
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work discreetly and sensitively with confidential information.
- Willingness to undertake **further safeguarding training** to ensure compliance with safeguarding responsibilities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.



STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
Comprehensive Induction Programme		A thorough induction to ensure a seamless transition into your role at Ocklynge Junior School.
Career Development and CPD		Professional development opportunities tailored to your career aspirations and goals.
Support and Mentoring		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
Bike to Work Scheme		Salary sacrifice scheme offering discounts on bikes and equipment.
Employee Assistance Programme		Confidential advice, counselling and support for personal and professional challenges.
Staffroom Amenities		Complimentary tea and coffee available in our staffroom to relax and recharge.
Healthcare Benefits		Subsidised membership with Benenden Healthcare for additional health support.
On-Site Parking		Free, secure on-site parking for staff.
Childcare Support		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge.
Exclusive Sports Membership		Discounts at Eastbourne Sports Park to promote physical health and wellness.

TERMS OF EMPLOYMENT

Grade: TMS/UPS.

Contract: Full Time and Permanent.

IMPORTANT DATES

- **Closing Date for Applications:** Friday 21 March

Ensure your application is submitted by this date to be considered.

- **Important Reminder:**

Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.

- **Interview Date:** Thursday 3 April

Successful candidates will be contacted for an interview on or around this date.

HOW TO APPLY

Thank you for your interest in joining our team at Ocklynge Junior School. Please follow the steps below to apply for this position:

APPLICATION PROCESS

1. Application Form:

Access the application form via the **Vacancies page** on our website at [Vacancies - Ocklynge Junior School](#) or alternatively, you can use the forms provided through **TES** or **Gov.UK** platforms if applying via those channels.

2. Submission:

Submit your completed application form to **Mrs Barrow**, Trust Executive Assistant, at ibarrow@ratton.co.uk before the specified closing date and time.

3. Important Notes:

- **CVs will not be accepted** in the interest of safeguarding. Applications must be submitted using the designated form.

- Ensure your application addresses the essential **selection criteria** outlined in the job pack, as shortlisting will be based on how closely your application matches these criteria.
- Please provide details of any **employment gaps** within your application.

PRE-APPOINTMENT CHECKS

As part of our safer recruitment process, the successful candidate will undergo the following checks:

- **Right to Work:**

You will need to demonstrate the right to work in the UK.

- **References:**

Written references will be requested prior to the interview stage. Please ensure your referees have accurate contact details and permission for us to contact them.

- One referee must be your current or last employer.
- If you work in a school, one referee must be your current Headteacher.

- **Enhanced DBS Check:**

This role requires an enhanced **Disclosure and Barring Service (DBS)** check, as the position is exempt from the **Rehabilitation of Offenders Act 1974**.

- **Online Searches:**

Online checks will be conducted for shortlisted candidates as part of our due diligence process to ensure the suitability of candidates for the role.

SAFEGUARDING AND EQUAL OPPORTUNITIES

- **Safeguarding Commitment:**

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

- **Equal Opportunities:**

Ocklynge Junior School is an equal opportunities employer and welcomes applications from all qualified candidates.