

Appointment of **Class Teacher**
Candidate information | May 2026



Welcome

St. Mary's C of E Primary School in East Grinstead, is school full of joy and learning and we are looking for a part time class teacher to join our dedicated and hard-working team.

We are looking for a Class Teacher who can inspire and motivate children to become the best they can be – giving them exciting learning opportunities and a joy in their learning. We are an inclusive school and have higher than national numbers of additional needs; Class Teachers have high expectations and are experts at adapting learning to match every child for them to achieve. We would welcome applications from teachers who share those high expectations of learning and behaviour and wish to work within a nurturing and joyful setting.

Working with our Senior Leadership team you will join a school that continues on the journey to excellence

for all. Our pupils, staff team, families, and governors will welcome and support your induction, growth, and professional development. We are part of Hurst Education Trust which offers high quality professional development for our staff team and enrichment opportunities for our pupils.

We are looking to appoint an energetic, enthusiastic, and talented professional, who can demonstrate excellent classroom practice and a commitment to professional development and growth.

We are looking for someone who:

- Is passionate about teaching and learning
- Has strong inclusive classroom practice and is confident in adapting teaching to meet a range of needs for individual learners
- Has high expectations of all pupils, regardless of their starting point

- Is committed to working with others, to embrace change and improve practice
- Is committed to supporting the school's Christian ethos

We can offer you:

- A nurturing and joyful school that values every member of our community
- A welcoming and supporting staff, governor, and parental community
- A dedicated and passionate staff team committed to achieving the best for every child
- Joyful and loving pupils who flourish in their learning environment
- Strong professional development opportunities, with school, through HET and beyond school



The St. Mary's Way

Our teaching, learning and behaviour are all steered by the St. Mary's Way. The staff team and pupils have worked together to agree a set of principles for strong teaching and learning and what this means for everybody in our community.

We are continuing to build on this over the next year, looking at The St. Mary's Learner, The St. Mary's Friend and The St. Mary's Citizen.

Strong Professional Development

Our pupils are not the only learners in our community – we are keen to develop a professional learning community, where every member of our community is growing and developing.

St. Mary's is part of the Hurst Education Trust – as part of this group of schools we have been able to access

professional development in Phonics, reading and writing just this year. Staff across the schools meet regularly to share good practice and learn from each other.

We are also able to support staff who wish to develop and move higher in their chosen careers, in the past couple of years we have supported a TA to become a Teacher through the Graduate apprenticeship scheme, supported 5 members of our teaching team to complete National Professional Qualifications, trained 2 Higher Level Teaching Assistants and 2 Emotional Literacy Support Assistants. Beyond the school there are opportunities for growth and development in the HET schools.

Wellbeing

Staff and pupil wellbeing is important to us. For pupils, we have dedicated staff to support them through times of vulnerability. Children leave confident, independent and 'secondary school ready'. We value and promote staff wellbeing. Our policies and actions reflect the importance we put on a work/life balance.

Strong Academic Achievement

We have high expectations of all our children, and they are supported to achieve well across the curriculum. SEND children are included across the curriculum and make good progress whilst high performing children have access to deeper levels of challenge to ensure that they are stretched.

Family Ethos

The community of St. Mary's is an extended family - where everyone belongs. Many visitors comment on this atmosphere as they tour the school. Our staff and children care for each other in a genuine way—we celebrate our Christian Values and they shine through our school.

Broad, balanced and creative curriculum

Our curriculum engages and inspires children. It allows them to develop independence and a responsibility for their learning that we believe helps them stand out and gives them lifelong skills and love of learning.

Teachers work in Year Group teams for planning English and the wider curriculum. Topics are developed around 'stunning starts', 'marvellous middles' and 'fabulous finishes'. A visitor, a fake letter, a mysterious object, a treasure hunt, a trip out or a feast... there is always something fun going on in our school!

Special events

As well as celebrating national days such as World Book Day, Safer Internet Day and Anti-Bullying Week, we organise many special events ourselves. Our annual 'Curriculum Week' is a chance for the children to work on exciting projects beyond the classroom curriculum. In the past we have had visits from authors, professional athletes and musicians that the whole school has benefited from. Parents are regularly invited in to share and celebrate their children's learning.

Strong Sporting Track Record

Sport is an integral part of school life at St. Mary's, and our aim is to ensure that the children enjoy sport and keep fit and healthy. We encourage all the children to reach their full potential. For several years now we have achieved the Gold level of School Games Mark due to the amount and range of fixtures our children are lucky enough to attend. We offer a wide selection of sports clubs run by staff and outside agencies as part of the extended school day.

*"Everyone is welcome
at St. Mary's"*

Year 6 pupil

*"St Mary's is a lovely school,
and the children are kind
and respectful"*

Year 6 pupil

*"I like everything about
my school"*

Reception pupil

*"I like that every day there is
something new we learn"*

Year 4 pupil

Why choose St. Mary's?

Our Christian Vision

At St Mary's we inspire curious, resilient learners, who flourish in the world God has created. We have a responsibility to love and serve others, guided by the scriptures and teachings of Jesus.

"We love because he first loved us."

1 John 4:19

Service We always go the extra mile for our school, community and the wider world	Hope We celebrate our achievements and aim to be the best we can be	Responsibility We are accountable for our actions
Creativity We think outside the box	Love We respect and care for each other	Perseverance We have a positive attitude towards our work and learning

Feedback from Parents and Staff

"It is great to work for a supportive and forward-thinking team that value professional development and inclusion."

Teacher

"The school is very friendly, and the children really seem to care for each other. Both of ours enjoy coming to school."

Parent

"The interaction I receive as a parent is very good and I find the school supportive and responsive."

Parent

"St. Mary's is a wonderful school. I have thoroughly enjoyed my children attending and would recommend the school whole-heartedly."

Parent

"There is a wonderful, happy team with a supportive leadership group"

Teaching Assistant

"The staff have been wonderful, and I can't thank the school enough for providing such a valuable opportunity through the Burrow."

Parent

(The Burrow is St Mary's Nurture provision)

"All the staff work so hard to help every child reach their full potential and for that we thank you!"

Parent

"The team at St. Mary's are welcoming and supportive. I completed my work experience here over 10 years ago and loved every second. Working here has been amazing!"

Teacher

"You can have your cake and eat it – learn, work hard and have a family life!"

Teaching Assistant

**School**

St. Mary's CE Primary School, East Grinstead

Post

Class Teacher, 0.5 FTE
(Mon, Tues, Weds(am)), Permanent

Start Date

September 2026

Salary

Mainscale 1–6

Reporting to:

Headteacher

Responsible for:

Class teaching and subject leadership

Main tasks

Job purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with school policies under the direction of the Head Teacher.

Planning, Teaching and Class Management

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

- setting appropriate and demanding expectations
- 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 clear targets, building on prior attainment
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- adapting teaching and resources to respond to strengths and needs of individual pupils
- 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 attendance, 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, I.T. and other sources

- evaluating own teaching critically to improve effectiveness
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- effectively manage other adults in the classroom; ensuring success for all pupils
- Work with the inclusion team to produce termly ILP documents for individual children and provide class teacher insight for referrals to outside agencies

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, feedback to pupils 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 external bodies, trust and school
- prepare and present informative reports to parents

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of curriculum, policies, practices and procedures, supporting the school's vision and values
- Make a positive contribution to the wider life and Christian ethos of the school
- Work with others on curriculum and pupil development to secure positive outcomes



“The teachers are very encouraging and help us learn and teach us how to grow up as nice people so that we are kind to everyone in the world”

Year 3 pupil

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education) 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

Other Professional Requirements

- Understand and act within teachers’ professional duties and legal liabilities
- ensure all pupils are safe and their well-being is protected in line with our Health and Safety, safeguarding and child protection policies
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- take part in marketing and liaison activities such as Open Days, 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 part in the school’s appraisal procedures, participate in further training and growth opportunities
- liaise effectively with parents and governors
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside of school

Church School Ethos

- Uphold our Christian ethos by promoting our vision and values; modelling them in all aspects of school life

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

“Every single teacher is always positive. They always compliment you and give you support.”

Year 5 pupil

“We try our best to achieve our goals. We learn from our mistakes.”

Year 6 pupils

Person specification

Qualifications and Experience

- Qualified Teacher Status
- Degree or Equivalent
- Evidence of recent relevant professional development
- Recent experience of teaching in the primary age range

Skills and Knowledge

- Excellent knowledge and understanding of the latest developments and approaches for effective teaching and learning for Primary aged children
- Good knowledge of the Primary Curriculum
- Excellent classroom practitioner
- A strong commitment to inclusion with high expectations for all learners, including SEN and Higher Prior Attainers; adapting teaching to promote learning
- Good understanding and use of assessment for learning
- Ability to make effective use of Teaching Assistants to promote learning for all children
- Understanding of effective techniques and policies for behaviour management
- Able to create a stimulating learning environment
- Knowledge and understanding of how to keep children safe and safeguarding procedures in schools



Personal Qualities

- Ability to develop strong relationships with pupils, peers and parents/carers
- Creative, enthusiastic and proactive, keen to embrace new ideas and challenges
- Commitment to maintaining confidentiality, safeguarding and equality at all times
- Flexibility, prepared to seek advice and support and a good listener
- Commitment to upholding and promoting the Christian ethos of the school

This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.



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 HET 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

Prospective candidates are encouraged to make contact to discuss the role.

To arrange a visit to the school please contact the school office on 01342 323858 or email office@stmaryseg.co.uk

For an informal discussion about the role, please contact Rachel Thorne, Headteacher, at head@stmaryseg.co.uk

Interested candidates should submit a covering letter and completed application form to Sarah Francillia, School Business Manager, at SBM@stmaryseg.co.uk

The closing date for applications is:
Wednesday 13 May 2026

Interviews will be held on:
Tuesday 19 May 2026

Safeguarding and equal opportunities

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to a DBS and other pre-employment checks. The school is an equal opportunities employer.

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers 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

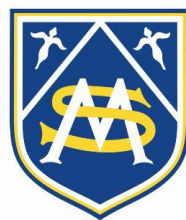
National School Teachers' Pay and Conditions apply.

St. Mary's C of E Primary School

Windmill Lane, East Grinstead, West Sussex, RH19 2DS

Hurst Education Trust

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



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