

Applicants' Welcome Pack



Arundel Church of England Primary School

Pupil Premium Lead and Class Teacher
Application Pack





For 2026/27

Arundel Church of England Primary School

Application Pack



29th September 2026

Dear Applicant,

Thank you for showing an interest in working at Arundel Church of England Primary School.

I hope you will come to visit our school; we are very proud of our children, parents, staff and governors and I am sure that once you have visited you will want to join our team.

We are currently in need of a part-time class teacher to join our teaching team on a maternity contract.

In the first instance, the successful candidate will love working with children, with an interest in one of the following subjects: Maths, Pupil Premium or SEND.

The successful candidate will be responsible for leading/co-leading a subject area across the school. Experience or interest in the above subjects would be an advantage.

You would be well supported by the Leadership Team and the rest of the school.

We are on an exciting journey of school improvement so, please, come and see for yourself. I look forward to hearing from you.

Yours in Faith, Hope and Love,

ASimpson

Andrew Simpson





Job Advertisement Class Teacher

Job Summary

Salary: Mainscale 1 to 6

Required From: 01/01/2027

Contract: Part-Time 3 days (Maternity Cover)

Summary of Job Advertisement

This is a Casting Call for a Creative Primary Teacher!

Do you love teaching Maths, or SEND?

Do you want to make a real difference to children?

Are you highly motivated and enthusiastic?

Do you have a good track record?

We would love you to join us!

Our teaching team is friendly, professional and supportive.
Please get in touch if you think this might be the job for you.
We look forward to meeting you.

Arundel C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

Closing date: 19th October 2026 at 9am

Shortlisting will take place during the afternoon of 19th October 2026

Interviews will take place on Thursday 22nd October 2026

To arrange a visit please contact the school office on 01903 883149 or email office@arundel.w-sussex.uk

Please return completed applications to office@arundel.w-sussex.sch.uk





Job Description: Class Teacher at ACE

Job Title: Class Teacher (Beginning Spring Term 2027)

Core Purpose of Post

To provide a high-quality educational experience for all children including those with SEND and Pupil Premium.

General Duties and Responsibilities of a Qualified Teacher

To carry out the duties of a school teacher as set out in the “School Teachers’ Pay and Conditions Document” and in line with the Job Description for their role at ACE.

To continue to meet the required standards for Qualified Teacher Status.

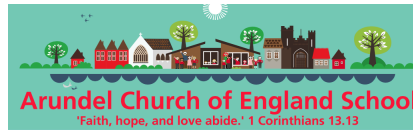
Knowledge and Understanding

- Have knowledge of, and keep up to date with, National Initiatives and the National Curriculum.
- Understand how pupils’ learning is affected by their spiritual, physical, intellectual, emotional and social development.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the school’s current systems and structures as outlined in policy documents.
- Understand and know how national, local, comparative and school data, including National Curriculum test data, can be used to set clear targets for pupils’ achievement.

Planning, Teaching and Class Management

- Have a proven track record of self-development.
- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.





- Plan appropriately to meet the needs of all pupils.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

Monitoring, Assessment, Recording, Reporting and Accountability

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child, and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Provide reports on individual progress to the Headteacher and parents as required.
- Assess, monitor and update the school's Pupil Premium Strategy.

Other Professional Requirements

- Establish and maintain an effective working relationship with professional colleagues and parents.





- Participate, as required, in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.

This job description is for a general role in the school. It will be reviewed regularly and may be subject to modification and amendment depending on role.

