

KS2 Class Teacher Information Pack

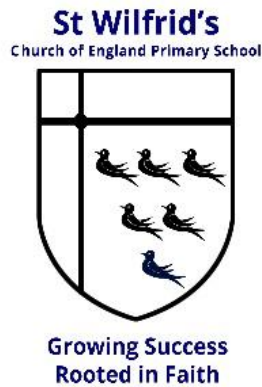
September 2026

St Wilfrid's C of E Primary School

OUR VISION AND VALUES



GROWING SUCCESS, ROOTED IN FAITH



St Wilfrid's C of E Primary School

Eastern Road, Haywards Heath

West Sussex, RH16 3NL

01444 413707

office@stwilfrids-hh.school

Head: Simon Hateley

September 2026

Dear Applicant

We are looking for a KS2 Teacher to join our forward thinking and supportive team. Our project learning approach is exciting and is allowing our children and staff to be their best.

If you are a teacher who enjoys learning; has high expectations of children; has excellent organisational and communication skills; enjoys working as part of a team and uses effective teaching strategies, then we are the school for you!

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

This role is open to both experienced teachers and Early Career Teachers (ECTs).

If you are interested in this vacancy at our school, please complete an application form and email this to the Office email address. This form is attached to this advertisement. For your information, we have also attached a person specification and a job description.

We are asking all candidates to send in a Personal Statement with their application form. Please use this statement as an opportunity to reflect your personality, experience and interest in the job.

At St Wilfrid's C of E Primary School, we are committed to safeguarding and promoting the welfare of children and young people and all appointments are subject to both an Enhanced DBS and Childcare Disqualification check, and other pre-employment checks including references, qualifications, health, and online social media searches.

Kind regards,

Mr Hateley
Head teacher

General Information for Applicants

Post: KS2 Class Teacher
Salary: Teacher Main Pay
Hours: Full-Time Monday to Friday, Term time only including INSET Days

Completed application forms, Personal Statement and candidate shortlisting form should be returned by **Friday, 2nd of October 2026** via email to office@stwilfrids-hh.school.

Please ensure that all gaps in your education or work experience are explained on your application for safeguarding reasons. This is a shortlisting criteria.

Shortlisting:

Shortlisted candidates will be contacted via email by the **6th of October 2026**, and the interview process will be confirmed within this email. If we have not been in contact with you by date, please assume that your application was not successful on this occasion. Thank you for taking the time to apply as we know how much work and effort goes in to an application. Unfortunately, we are unable to provide feedback for candidates who are not shortlisted.

Interviews:

These will be held at the School on **Thursday, 8th of October 2026**. Applicants are asked to advise their employers of a potential interview on this date.

If you have been invited to an interview, please bring the following documents with you:

- Current Disclosure & Barring Service (DBS) Certificate
- Valid passport / birth certificate
- Driving licence
- Original professional qualification certificates

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 employer and at the very least a previous employer.

Occupational Health Questionnaire:

The successful candidate will be required to complete an online medical questionnaire and may be required to an additional online telephone call with our Occupational Health team.

Job Description

Job title: Class teacher – primary school
Salary: Teacher Main Scale
Reporting to: Headteacher

Job 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 pupils
- 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

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 values and vision
- 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
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers, colleagues

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

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

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.

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

Last review date: *May 2025*

Next review date: *May 2026*

Person Specification

Attainments

- Qualified teacher status
- Has a satisfactory DBS (School will organise)

Experience

- A good classroom practitioner
- Evidence of the ability to work within the statutory requirements for planning and assessment
- A good understanding and evidence of the use of pupil performance data to set targets for continuous improvement and raising standards
- The ability to evaluate teaching methods
- Working with parents/carers, other agencies, other schools and the local community
- Recent experience working in KS2

Knowledge and Understanding

- Factors relating to the raising of pupil achievement and standards of progress
- Meeting the needs of all pupils, including SEN and more able
- Understanding and commitment to the school's policy on equal opportunities
- National Curriculum framework, structure and development
- Development planning and the formulation, implementation and evaluation of short, medium, and longer term objectives at year group level
- The need for the creation of an attractive, secure and stimulating environment in which pupils can learn and adults can work
- Current educational developments and legislation
- The process of OfSTED inspection
- Clear understanding of the procedures for child protection
- Sound understanding of health and safety in the workplace

Skills and Abilities

- Good classroom practice and demonstrable commitment to improving both academic standards and behavioural and pastoral support systems
- Good levels of communication skills, particularly in relation to pupils, colleagues and parents/carers
- The ability to build strong home-school links and a commitment to working in partnership with parents/carers
- Total commitment to the School's vision, Aims and School Development Plan
- Good interpersonal and skills
- Is a reflective practitioner
- Demonstrates a clear personal philosophy of education and how children learn
- Ability to motivate self through continuous personal and professional development
- Computer literate on PC based software and e-learning
- Ability to be diplomatic, reliable and discreet (especially in connection with confidential information)
- Ability to take decisions with sensitivity
- Demonstrates a positive and flexible attitude