Part-time Class Teacher: Maternity Cover

Updated November 2026

Job title	Class Teacher
Contract	Part time (50%) - Mondays, Tuesdays and alternate Wednesdays / maternity cover
Location	St Mary's CE Primary School, Horsham
Reporting to	Headteacher
Start date	22nd February 2027
Salary range	M2-M6

Job Description

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies, under the direction of the Headteacher.

This post is subject to the conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document.

Teaching and Learning

- To secure and sustain effective teaching of the relevant subjects for individuals, groups and classes. Develop the quality of teaching, assess the standards of pupil's achievements and set targets for improvement.
- Use school policy, National Curriculum requirements and prior attainment to set clear targets for improvement of pupils' achievement and monitor pupils' progress towards those targets.
- Use appropriate teaching and learning strategies to communicate clear learning objectives and expectations including, where appropriate in relation to: literacy, numeracy and other school targets.
- Recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests relevant to the subject(s) or phase(s) taught.
- Plan effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are: underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available.

Strategic Direction and Development

- To contribute to the discussion, setting and evaluating of the school's aims, policies, plans and targets.

- Take responsibility for implementing school policies, plans and practices.
- Plan and assess pupils' learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant curriculum areas.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to enhanced DBS clearance.

Personal Specification

1	Qualifications and Training	Importance	Assessment
1.1	A degree and qualified teacher status.	Essential	Application Documents
1.2	Right to work in the UK.	Essential	Application Documents
1.3	Demonstrable commitment to continuous professional development.	Essential	Application Interview
1.4	Up to date safeguarding training (e.g. Working together to safeguard children, KCSIE 2026, Prevent, E-safety for schools.)	Desirable	Application Interview
2	**Teaching, Learning and Assessment**	**Importance**	**Assessment**
2.1	Experience as a good or outstanding teacher, or trainee teacher.	Essential	Application References
2.2	Experience of working with children with additional needs.	Desirable	Interview References
2.3	Effective classroom organisation skills.	Essential	Interview References
2.4	A commitment to creativity and promoting cross-curricular links.	Desirable	Interview
2.5	High expectations for pupils' learning, behaviour and motivation.	Essential	Interview References
2.6	A demonstrable understanding of how to ensure a curriculum promotes equality, diversity and inclusion .	Essential	Application Interview
2.7	Good understanding of how to use assessment for learning effectively in all curriculum areas.	Essential	Interview References
2.8	A secure knowledge of the National Curriculum and/or Early Years Curriculum (as appropriate to role.)	Essential	Interview
2.9	Experience in subject leadership, with evidence of impact on improving outcomes for children.	Desirable	Application Interview

2.10	A good knowledge of the Reading Framework and best practice in teaching phonics and Early reading.	Desirable	Application Interview
2.11	Knowledge of a range of strategies to support children to overcome barriers to learning.	Desirable	Interview
3	**Personal Qualities**	**Importance**	**Assessment**
3.1	Strong personal values which align with the school's own values.	Essential	Interview
3.2	Enthusiasm, energy, resilience and a sense of humour.	Essential	Interview
3.3	Willingness to work as part of a team.	Essential	Interview
3.4	Ability to reflect and improve.	Essential	Interview
3.5	Able to be flexible and adaptable.	Essential	Interview
3.6	A strong commitment to safeguarding principles	Essential	Interview
4	**Professional Skills**	**Importance**	**Assessment**
4.1	Excellent written and verbal communication skills, including listening.	Essential	Application Interview References
4.2	Excellent and up-to-date IT skills, including an awareness of good practice in cyber-security for schools.	Essential	Application Interview References
4.3	Knowledge / experience of using G-Suite for Education.	Desirable	Application
4.4	Knowledge / experience of using Bromcom to track progress data.	Desirable	Application
5	**Equal Opportunities**	**Importance**	**Assessment**
5.1	Demonstrates a commitment to the principles of West Sussex County Council's and the school's Equal Rights policies and practices.	Essential	Interview
5.2	Demonstrates personal commitment to equal rights irrespective of age, race, religion, gender, disability or sexuality and to the principles of inclusion.	Essential	Interview