

# Marton Manor Primary School

## Class Teacher



**Pay Scale:** M1-M6

**Contract:** Full time-fixed term until 31/8/25

**Required** from 1<sup>st</sup> September 2025

[www.martonmanorprimary.co.uk](http://www.martonmanorprimary.co.uk)

Telephone 01642 285001

**We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Teacher to join our ambitious and forward thinking school where we pride ourselves on our inclusive family feel.**

The successful applicant must:

- Have high expectations;
- Be resilient;
- Have very good classroom organisation and behaviour management skills;
- Be committed to their own professional development.
- Be passionate about pupil learning, progress and well-being;
- Have experience in teaching systematic synthetic phonics;
- Have excellent classroom organisation and behaviour management skills;
- Want to make a full contribution to the wider life of our school.

The appointed person should be creative, forward thinking and able to work as part of a team as well as using their own initiative to ensure quality education for all pupils. If this sounds like you and you would like to join Marton Manor Primary, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Marton Manor Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to [Irehbohm@martonmanor.lingfieldtrust.org.uk](mailto:Irehbohm@martonmanor.lingfieldtrust.org.uk)

Visits to the school are strongly encouraged. Please email or call the school office to arrange.

**Closing Date: Monday 23<sup>rd</sup> June 2025 9am**

**Shortlisting: Wednesday 25<sup>th</sup> June 2025**

**Interviews: W/beg Monday 7<sup>th</sup> July-date TBC**

## JOB DESCRIPTION

<b>POST:</b>	<b>Class Teacher</b>
<b>GRADE:</b>	M1-M6
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>STAFF MANAGED:</b>	Teaching Assistant
<b>JOB PURPOSE:</b>	<p>Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document. This job description may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.</p> <p>To carry out such appropriate duties as may be reasonably directed by your Head Teacher, from those described in the School Teachers' Pay and Conditions Document or the equivalent provisions of successor documents.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>To have a commitment to the agreed whole school vision and values as published on the school website. To positively promote and contribute to the team ethos of the Trust.</li> <li>To plan, prepare and implement an appropriate programme of work for the children which: <ul style="list-style-type: none"> <li>➤ takes account of each child's individual needs through differentiation of expectations/task.</li> <li>➤ considers the needs of the child in all aspects of development.</li> <li>➤ fulfils the National Curriculum requirements.</li> <li>➤ is in line with whole school policies.</li> <li>➤ motivates the children to learn independence and self confidence</li> <li>➤ have an awareness of decisions made by the Government, LA, Governing Body and Support Agencies</li> <li>➤ has a commitment to first-hand experience/curriculum enrichment and the celebration of children's contributions.</li> </ul> </li> <li>To assess and evaluate the children's work and provide pupil profiles/records of achievement which: <ul style="list-style-type: none"> <li>➤ are in line with the National Curriculum requirements.</li> <li>➤ enable the tracking and monitoring of progress and inform the</li> </ul> </li> </ul>

	<p>setting of annual targets.</p> <ul style="list-style-type: none"> <li>➤ form the basis of professional dialogue with: Colleagues; Parents; Support Agencies; Link Schools etc.</li> <li>➤ are filed and available (on request) to parents.</li> </ul> <ul style="list-style-type: none"> <li>• To ensure that all the children within the class have equal access to the experiences and opportunities provided.</li> <li>• To take an active part in meetings/working groups relevant to the age range that you are teaching.</li> <li>• To actively promote and implement whole school policies.</li> <li>• To have high expectations of the children in work, attitude and behaviour.</li> <li>• To have pastoral care of the teaching group, within the school ethos, by: <ul style="list-style-type: none"> <li>➤ being a good role model for the children in all personal qualities.</li> <li>➤ fostering the positive self-image of each child through praise and encouragement.</li> <li>➤ respecting each child and ensuring that each child develops through praise and encouragement.</li> </ul> </li> <li>• To relay any concern to the Senior Leadership Team.</li> <li>• To continue personal and professional development.</li> <li>• This post has a high level of contact with, and responsibility for, children.</li> <li>• To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.</li> <li>• Any other tasks as may be reasonably requested by the Head Teacher.</li> <li>• To carry out your duties with full regard to the Trust's Equality Policy.</li> </ul>
<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p>

	<p><b>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.</b></p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p> <p>The post will be based in Marton Manor Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.</p>
Date of Issue:	June 2025

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified Teachers Status (QTS) (AF/C)</li> </ul>	
<b>Experience &amp; Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of the structure and content of the national curriculum (AF, I, R)</li> <li>• Understanding &amp; knowledge of current educational issues (AF, I, R)</li> <li>• A clear vision and understanding of the needs of Primary pupils including special needs (AF, I, R)</li> <li>• Experience of working successfully and co-operatively as a member of a team in a school (AF, I, R)</li> <li>• Evidence of commitment to raising achievement (AF, I, R)</li> <li>• Experience of teaching in KS1 or KS2 (AF, I, R)</li> <li>• Experience in teaching phonics (AF, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified class teaching experience across the primary age-range (AF, I, R)</li> </ul>
<b>Professional Development</b> <ul style="list-style-type: none"> <li>• Attendance at recent and relevant training within the last two years (AF, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• An active interest in staff development and willing to fully participate (AF, I, R)</li> </ul>

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
	<ul style="list-style-type: none"> <li>• First Aid training</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to communicate both orally and in writing to a wide range of audiences (AF,I,R)</li> <li>• IT Literate, capable of using MS Word/Excel and office packages (AF,I,R)</li> <li>• Ability to communicate effectively in curriculum management – planning, delivery and assessment (AF,I,R)</li> <li>• Ability to demonstrate an understanding of curriculum planning, delivery and assessment (AF,I,R)</li> </ul>	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• A committed, enthusiastic and hardworking disposition (I,R)</li> <li>• A caring and sensitive attitude towards pupils and parents (I,R)</li> <li>• High expectations of pupil's achievements (I)</li> <li>• Fully supportive reference (R)</li> <li>• Interest in working with children to promote their development and educational needs (AF, I, R)</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children (AF, I, R)</li> <li>• Evidence of being able to build and sustain effective working</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility and adaptability in order to be able to work across age ranges and to mix and work with a wide range of people (AF,R, I)</li> </ul>

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
relationships with staff, governors, parents and the wider community (AF, I, R)	
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Strategies understanding and knowledge of current issues in education. (AF, I, R)</li> <li>Well-structured supporting letter (AF,C)</li> <li>Suitability to work with children/Satisfactory Enhanced Disclosure (D)</li> </ul>	

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
P	Presentation
I	Interview
R	References
D	Disclosure