

Heene CE Primary School



Job Application Pack – Teacher

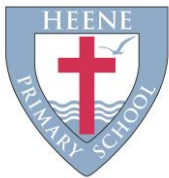
West Sussex Main Pay Scale

Start date: Monday 3rd November (or as soon as possible)

Full time, Fixed term until end July 2026

Closing Date: 9am Monday 22nd September 2025

Interview Date: Friday 26th September 2025 (subject to change if necessary)



Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, I would like to extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away. We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our new vision is: 'Together in faith, we love, grow and learn.'

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

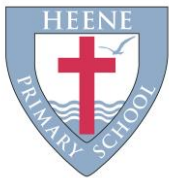
These six values are what we, the staff, and Governors, want to help the children develop during their time at our school. We try and link all our learning to these values in some way and are embedding our Heene habits (our policies in child speak) to enable us to achieve this.

We have a new leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school and we are looking for the right person to join us on this journey!

Visits to the school are warmly welcomed and encouraged - please do contact the school office and either myself or another member of the team will be happy to show you around.

Mrs Laura Turner

Headteacher



Advert

Salary	Main Pay Scale
Location	Heene CE Primary School, Norfolk St, Worthing, BN11 4BB
Contract	Full time, fixed term until end of the academic year

Heene CE Primary School are seeking to appoint a flexible, proactive member of staff to join our hardworking team who has a willingness and ability to work across the entire primary age phase.

The purpose of the role

We are looking for someone to 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. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

This role will be to work across classes in the school. This role would be suitable for a job share/2 part time teachers.

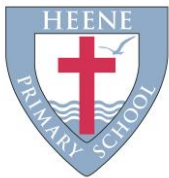
Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 27 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated



Application Details

How to Apply

Should you wish to apply for the post, please complete and return an application form, including a covering letter, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to hr@heenepriamry.co.uk

These can be downloaded from the school website www.heenepriamry.co.uk/web/

Closing Date

Please ensure your application arrives by **9am Monday 22nd September 2025**

Interview

Interviews for the role will aim to be held on **Friday 26th September 2025**

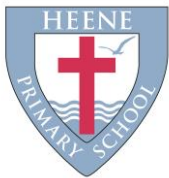
Further details will be shared with candidates that have been successfully shortlisted closer to the interview date. Shortlisting is planned for Monday 22nd September 2025.

Visiting

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

Heene CE Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references. Because of the nature of the job, it will be necessary for an Enhanced DBS check (Disclosure and Barring Service) to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exceptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from www.gov.uk/disclosure-barring-service-check.



Job Description

Post: Class teacher

Location: Heene CE Primary School, Norfolk Street, Worthing, BN11 4BB

Salary: MPS

Reporting to: Headteacher

Overall Purpose

We are looking for someone to 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. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

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 assessments.

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 vision and values.

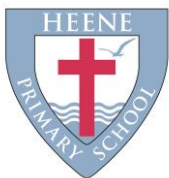
Make a positive contribution to the wider life and ethos of the school.

Work with others on curriculum and pupil development to secure co-ordinated outcomes.

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.

Take part in the appraisal and professional development of others, where appropriate.

Communication

Communicate effectively with staff, pupils, parents and carers.

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.

Add any other duties of particular relevance to your school.

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

Direct and supervise support staff assigned to them, and where appropriate, other teachers.

Safeguarding

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

Promote the safeguarding of all pupils in the school.

The teacher will be required to follow school policies and the staff code of conduct.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Criteria	qualities
Qualifications and training	<p>Qualified teacher status</p> <p>Degree</p>
Experience	<p>Successful primary teaching experience</p>
Skills and knowledge	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Good ICT skills, particularly using ICT to support learning.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p> <p>Understanding of effective teaching methods.</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</p>
Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>High expectations for children's attainment and progress.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality.</p>