

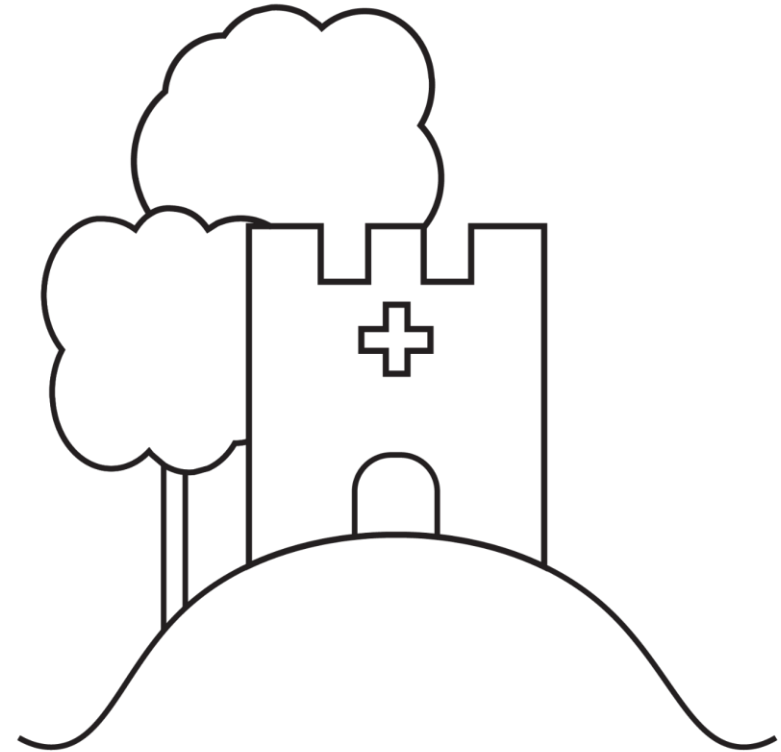
WEST SUSSEX COUNTY COUNCIL

# Castlewood Primary School

Developing the Whole Child to be World-Ready

## MATERNITY COVER CLASS TEACHER (EYFS/KS1)

CANDIDATE PACK | March 2025



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# Welcome from the Headteacher

Dear Applicant,

I would like to thank you for your interest in the role of maternity cover class teacher at Castlewood. We are seeking to recruit an outstanding classroom practitioner with the vision, skills, drive and ambition to be part of our team and play a key role in the school's future journey.

Castlewood is a successful and oversubscribed one-form entry primary school in the heart of the community of Southwater. Our pupils take pride in their school, which provides a nurturing and inclusive environment for all children to become 'world ready.' Our experienced and dedicated staff ensure that each child is given every opportunity to learn and thrive, so that they each achieve their potential.

This is an exciting opportunity for a passionate educator, who values and nurtures relationships, to join the Castlewood community, as it continues its journey of school development.

This pack should provide you with an insight into our wonderful school, further details about how to apply and the process we will go through. We would very much encourage you to visit Castlewood ahead of applying. Visits can be arranged via the school office: [office@castlewoodprimary.co.uk](mailto:office@castlewoodprimary.co.uk) / 01403 734822.

Best wishes,

Kirsty Anstee-Brown  
*Proud Headteacher of Castlewood Primary School*



# Key information

<b>School</b>	Castlewood Primary School
<b>Location</b>	<u>Southwater</u>
<b>Position</b>	Maternity Cover Class Teacher (EYFS/KS1)
<b>Pay range</b>	Main Scale
<b>Responsible to</b>	The Headteacher
<b>Start date</b>	Wednesday 4 <sup>th</sup> September 2025
<b>Contract type</b>	Fixed Term, full/part time
<b>Applications close</b>	Thursday 1 <sup>st</sup> May 2025
<b>Interview date</b>	Thursday 8 <sup>th</sup> May 2025

# About Castlewood



Castlewood is a school with the community at its heart. A welcoming and inclusive school, where children love to learn and are proud of being part of a happy, caring community. Our school has a highly-skilled and experienced staff team, whose dedication demonstrates the commitment to see every child achieve success and achieve their full potential.

The school has extensive facilities including: a beautiful nature area, large playing field, daily mile track, sensory room, two libraries, Clevertouch white boards in every classroom, an outdoor classroom as well as additional flexible classroom space.



## Community Partners



The Supporters of Castlewood School (SOCS) arrange a variety of events throughout the year, which bring the community together and raise funds. These are donated to the school to develop the learning environment and enhance pupil experience. In the past few years, SOCS have raised funds to fully fund the new Daily Mile track, the outdoor classroom, providing new ICT resources and musical instruments. Their generosity also funds significant moments for our pupils such as Christmas pantomime performances, Leavers' hoodies and other magical moments over the year.



Castlewood is a proud and active member of West Horsham Schools Network. This provides partnership and collaboration opportunities for Castlewood and its staff. Castlewood staff have led a number of key initiatives as part of the network, and have benefitted from collaborating with other local schools and professionals through activities such as: headteacher forums, access to a Primary Mental Health Worker, shared INSET and development days, moderation exercises and regular forums to share best practice (SENDCos, bursars, subject leads).



# Our Vision & Learning Powers

## *Developing the Whole Child to be 'World-Ready'*

Castlewood Primary School works hard to ensure that the curriculum supports the learning, progress and success of all pupils. It is important to all stakeholders that the curriculum we offer at Castlewood develops the whole child to be 'World-Ready' and goes beyond the acquisition of knowledge. We ensure that all pupils have access to a broad and balanced curriculum which promotes the spiritual, moral, cultural, mental and physical development of the whole child, thus preparing them for the opportunities, responsibilities and experiences they may encounter in later life. The curriculum is implemented by a whole-school focus on three main areas: brain, heart and soul - **our Castlewood Learning Powers**.



Our **Heart Power** - this Learning Power is shown through being a good human. Kindness, respect and positive relationships are key.



Our **Brain Power** - this Learning Power is all about being active, engaged and independent, working hard to achieve our best.

Our **Soul Power** - our positive attitude to learning is how we use this Learning Power. We are brave, resilient and curious.





# Castlewood Priorities

As part of our school development plan and the wider governing board strategic agenda, we have a number of priorities, including:

- 1. Continued development of our English curriculum**  
*Monitor changes implemented to improve progression in writing and grammar, and outcomes for pupils.*
- 2. Focus on developing foundation subjects**  
*Monitor impact of foundation subject changes including development of Castlewood Learning Bricks and 'sticky' knowledge.*
- 3. Navigating school through changes in education landscape**  
*Monitor school finances to maintain strong position against backdrop of education sector challenges, identify and assess future options for Castlewood in relation to academies agenda.*



## Our latest Ofsted Inspection (January 2023)

'Leaders are determined that by the time pupils leave Castlewood, they will be 'world ready'. This ambition is realised through a school-wide culture of high expectations in terms of pupils' learning, behaviour and character development.'

'The 'heart, brain and soul' learning powers are valued by pupils and motivate them. Pupils also enjoy being members of their castle houses and the resulting relationships they build across year groups.'

'There is a shared sense of pride about being part of the Castlewood team. This team is unwavering in its determination to provide pupils with an enjoyable and successful school experience.'



# Castlewood in Numbers



Number of pupils on roll	206
Age range	4 -11 Reception to Year 6
Senior Leadership Team	1 x Headteacher 2 x Assistant Headteachers
Number of Staff	8 x Teachers (excl. SLT) 1 x SENDCo 1 X ELSA 2 x Higher Level Teaching Assistants 11 x Teaching Assistants 6 x Office & Premises Staff
% of pupils with SEND support (EHCP)	3%
% of Pupil Premium	5%
Attendance	97.1% (Academic Year 2024 -2025 to date)



# Job Description: Class teacher



## Main purpose

The class 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 expectations with regards to 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

### *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
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach





# Job Description: Class teacher

## ***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 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



# Job Description: Class teacher

## 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

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.

**Castlewood Primary School is committed to safeguarding and protecting the welfare of all children and young people and expects all staff and volunteers to share this commitment.**



# Person Specification

The staff and governors of Castlewood Primary School are determined to ensure that the school provides an environment where the whole child develops to be 'World-Ready'.

We are looking for a class teacher who can be part of our team to deliver and further develop this vision for all pupils. The successful applicant will have the following qualifications, experience and skills.



## PERSON SPECIFICATION – CLASS TEACHER

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Qualified teacher status Degree</li><li>• Successful primary teaching experience in EYFS/Key Stage 1</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the National Curriculum</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support learning</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for children's attainment and progress</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>



## About Southwater

Southwater is large, and growing, village situated outside Horsham, West Sussex.

A friendly village with a strong community spirit, Southwater is located on the Downs Link connecting the North and South Downs. There is a country park which provides a great place for water sports as well other community facilities within the village.

The village comes together throughout the year for community events such as Bonfire Night and the Southwater Christmas Festival, as well as marking key national events such as Remembrance Sunday.

Castlewood shares strong links and connections with both Southwater Infant Academy and Southwater Junior Academy, as well as the many nurseries and early years childcare settings which operate locally.

With regular buses to Horsham, and with onward travel to Gatwick Airport (30 mins) and London (50 mins), Southwater is well connected to the South East.

# How to Apply

- Please apply by using the application form with a supporting letter. This should outline how you satisfy the Person Specification
- Please return your completed application form and letter, by midday on **Thursday 1<sup>st</sup> May 2025**. All applications should be emailed to: [office@castlewoodprimary.co.uk](mailto:office@castlewoodprimary.co.uk)
- The successful candidate will be expected to take up the post in January 2025.
- Shortlisting of candidates will take place on **Friday 2<sup>nd</sup> May 2025**.
- Successful candidates will be invited to interview by **Tuesday 6<sup>th</sup> May 2025**.
- Shortlisted candidates will be invited to attend interviews on **Thursday 8<sup>th</sup> May 2025**.

**Visits to the school are welcomed and encouraged. Please contact the School Office on 01403 734822 to arrange a suitable time for a tour.**

## **Safeguarding Statement**

Castlewood are committed to safeguarding and all applicants must be willing to undergo screening including checks with past employers and the Disclosure and Barring Service (DBS)

