



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Primary Class Teacher

From September 2025

Fixed term (one year)

Information for Applicants



Cranmore part of the Effingham Schools Trust
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE ST TERESA'S

Welcome from Headmaster



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care. It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt

Headmaster

Primary Class Teacher – Roles & Responsibilities



Teaching at Cranmore

We are looking for a vibrant and enthusiastic member of staff to join the teaching team as a Class Teacher. The successful candidate will teach a class in the Lower Prep School (Reception – Year 3) and will be placed depending on the requirement of the school.

We are seeking someone who is qualified to teach all subjects at KS1 and KS2. Sport, Music and French are taught by specialist teachers but class teachers are expected to support teaching in these subjects as may reasonably be required by the Senior

TEACHING REQUIREMENTS

Teaching

- Teach children according to their needs, utilising the syllabus and scheme of learning adopted by the school.
- Plan and prepare lessons
- Set targets for progression designed to secure good progress for all pupils.
- Assess children's progress and provide feedback through routine marking and more formal assessment procedures.
- Maintain records of pupils' achievements according to school policy.
- Integrate the use of ICT into the classroom.
- Provide evidence of planning to those responsible for monitoring.
- Promote good relationships amongst pupils.
- Participate in the wider life of the school including extra-curricular clubs.
- Carry out supervision duties

Classroom management and organisation

- Be responsible to senior leadership.
- Use displays of children's work and other materials to promote high standards.
- Attend departmental meetings
- Share professional and curriculum matters with staff members.

- Provide organisational information to children, parents, and other staff to ensure the smooth running of school.
- Cooperate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with parents of pupils.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.
- Develop and maintain excellent working relationships with colleagues.

Professional Development

- Keep up-to-date with educational initiatives and developments.
- Maintain an interest in school improvement by contributing to the School Development Plans and adopting recommendations as required.
- Make a positive contribution to whole school or team initiatives.
- Attend C.P.D. training either as part of a whole school initiative or as required and identified in appraisal.
- Ensure that school policies are observed.
- Uphold the reputation of the school.
- Undertake duties and tasks which may be reasonably requested by SLT.

Person Specification

Education

- Relevant degree
- Qualified Teacher status
- Evidence of continuous commitment to further professional development

Experience

- Experience of providing relevant, differentiated and inspired teaching for pupils.
- Experience of having taught KS1/2 in an exciting way in order to inspire and challenge pupils.
- Experience of having taught music is desirable.
- Working in partnership with parents, pupils and colleagues.

Knowledge & Understanding

- Have a clear understanding of what is required to meet the requirements of KS1 and KS2 and produce excellent teaching and learning
- Understand how to provide effectively for the individual needs of all children
- Have knowledge of the National Curriculum requirements
- Be able to Monitor, assess, record and report on pupils' progress
- Have the ability to use ICT effectively to support teaching and learning and to monitor children's progress
- Have an understanding of how to recognise and reward the efforts and achievements of pupils

Personal Characteristics

- Committed to the teaching post
- Flexible, adaptable and able to use initiative
- Have good attendance and excellent punctuality
- Be a good communicator and proactively engage with parents and colleagues
- A willing and supportive team member
- Energetic and creative
- Keen to develop professionally
- Resilient
- Have a commitment to safeguarding and promoting the welfare of children
- Cranmore is a Catholic school and all staff are expected to support the school's religious ethos. However, applications from candidates with other faith traditions are also welcome.
- Have an appreciation of the sheer enjoyment of teaching. We recognise that teaching is hard work, but it should also be an exciting and attractive challenge.

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

ISI Inspection Report, Feb 2022

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

ISI Inspection Report, Feb 2022

Pupils are polite and respectful and develop positive relationships with each other and the staff.

ISI Inspection Report, Feb 2022

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

ISI Inspection Report, Feb 2022

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided onsite.

Employee Assistance Programme

A free, confidential 24-hour telephone service.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: Friday 27th June 2025

Start date: 1st September 2025