

JOB TITLE: PART-TIME CLASS TEACHER

**CHINTHURST SCHOOL
INFORMATION FOR CANDIDATES**

Role commences: **September 2026**





CHINTHURST SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Chinthurst was founded in 1908 and moved to its current site between the villages of Walton on the Hill and Tadworth, a few years later. Although it was originally for all-girls, the school has educated both boys and girls individually over the years and became fully coeducational in 2011. The school buildings are set around large central playing fields and facilities include playgrounds, an indoor heated swimming pool, a multi-purpose court for tennis and netball and impressive dedicated drama, art and science studios.

In February 2017, Chinthurst became a junior school of Reigate Grammar School (RGS), a multi award winning senior school, ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Chinthurst is part of the Independent Association of Prep Schools (IAPS) and has approximately 300 boys and girls aged from 2 ½ to 11 years old. Academic outcomes are excellent and typically 60 percent of children transfer to RGS for their senior schooling. The remaining children join other top independent and state schools, both locally and further afield.

The school provides a broad and exciting education preparing children for happy and fulfilled lives. From the beginning, children are nurtured in a warm and caring environment and close relationships are prioritised over everything else. This ensures each child feels happy and safe and has the resilience to learn from their mistakes – key ingredients of a successful education.

Central to the school's ethos is a comprehensive wellbeing programme, Wellbeing at Heart, designed to help the children understand how their bodies and minds work and give them the skills to navigate challenges. Chinthurst was a finalist for 2022 Independent School of the Year for Wellbeing in recognition of the success of this approach. Children leave the school as well-rounded individuals with an enthusiasm for life which is very much a reflection of the Chinthurst spirit.

Sport is an important part of life at Chinthurst, and school teams are extremely successful in a variety of sports. Boys and girls choose the sport they want to play and are not constrained by gender norms, and the school's competitive teams reflect this gender mix. The children love it, seeing themselves as equals on the pitch with no preconceived limitations.

Chinthurst was named 2022 Independent School of the Year for Sporting Achievement recognising this ground-breaking approach to gender and sport. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including dance, drama, martial arts and craft. Every child is a member of one of four Houses, and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions. The school is well known for its music, drama and art provision.

The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year at assemblies, musical showcases, and drama productions as well as in choirs and ensembles. Standards are always extremely high, and the children also enjoy performing in the community and at local festivals. A well-equipped art studio allows the children to explore their creative potential. The school were prize winners in an international art competition for a stunning installation that was created by over 100 of the children in the Upper School.



JOB DESCRIPTION

This part-time vacancy is for 2.5 - 3 days per week, Wednesday-Friday, but could be opportunity for flexibility.

MAIN RESPONSIBILITIES

- To be responsible for the pastoral care and day to day teaching and administration of a EYFS/Reception, Key Stage 1 or 2 class, to include maintaining the register, absence notes, and distribution of weekly information etc.
- To be responsible for the teaching of all areas of the curriculum that are not taught by subject specialists.
- To integrate the use of IT into your teaching effectively to support learning.
- To plan exciting lessons for all ability levels with effective differentiation.
- To be prepared to cover within in any class or subject throughout the school when required, as a part of a rota.
- To collect weekly records of House points and to monitor sanctions, liaise with parents and colleagues, in accordance with the School's pastoral care policy.
- To plan effectively.
- To mark, assess, record and report on children's progress and attainment in line with school policy, including standardised tests.
- To check daily the homework diaries and thereby maintain close links with parents/carers, and suggest reading books and other supporting homework, where necessary.
- To work with the Deputy Head to ensure effective oversight of pastoral matters.
- To work with the Deputy Head to ensure schemes of work are developing in line with school development plans.
- Create and maintain a safe, tidy and visually stimulating class environment.
- To undertake personal in-service training appropriate personal professional development.
- To prepare for open mornings and attend parent consultation evenings as required.
- To attend staff meetings and any meeting that directly relates the relevant aspect of school life, where required.
- To supervise daily, lunch sessions and other break duties as timetabled.
- To participate in any other duties that relate to the well-being of the class.
- Accompany groups on outings, at the Headteacher's request.
- Organise and run an after school extra-curricular activity each week, as required.

PARENTS

- Communicate effectively with parents regarding pupil's social and academic progress, offering an open door to work closely with parents.
- Using the daily pupil diary, check that work is up to date and messages are received and transmitted.
- Write reports as required by the school's policy for the form group and other pupils whom you teach.

GENERAL

- Uphold the Headteacher's core values.
- Be a role model and insist upon good manners and courtesy.
- Assisting the Head/Deputy Head in other management areas, in times of pressure/staff absences.

THE PERSON

The successful candidate will have, or be able to demonstrate, the majority of the following:

Qualifications/Skills

- Educated to degree level, with primary/prep school teaching experience and teaching qualifications.
- Good communication skills.
- Good IT skills.

Qualities

- Excellent classroom management skills.
- A kind and caring nature, able to support and understand children and their needs.
- Efficiency, commitment, a sense of humour, ability to work under pressure.
- The initiative to work on his or her own, but the sensitivity to work as part of a team.
- The vision to develop their teaching within the curriculum.
- Confident, but sensitive to pupils and parent's needs.
- The ability to work under pressure.
- High expectations and good planning skills.

Personal

- Experience of good practice.

REPORTING LINES

To be answerable to: -

- The Deputy Head regarding all matters relating to day to day routines, activities, and changes to arrangements, planning and assessment.



FURTHER INFORMATION

TERMS AND CONDITIONS

- This part-time vacancy is for 2.5 - 3 days per week, Wednesday-Friday, but could be opportunity for flexibility.
- Reigate Grammar School has its own salary scale which is substantially above the national scales.
- All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency which is transferable between all UK schools.
- Lunch is provided free of charge during term time.
- Children of Teaching staff may be educated at Reigate Grammar School, Reigate St Mary's Preparatory and Choir School or Chinthurst School at substantially reduced rates. Candidates are invited to enquire about this at interview.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and

promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

APPLICATIONS

Applicants are asked to complete the Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement addressed to the Headteacher as soon as possible and by **9.00am on**

Wednesday 11 February 2026 at the latest. Please do not send a separate curriculum vitae. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date. Shortlisted candidates will be invited for interview.

Within your application letter we would be grateful if you could indicate where you saw this position, whether it was from the TES or another source.

Applications should be addressed to The Headteacher and sent (by letter or by email) to the address below.

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | chinthurstschool.co.uk

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.



SCHOOL LOCATION AND DIRECTIONS

Chinthurst is situated between the villages of Tadworth and Walton on the Hill with easy access to the M25 and excellent train links to central London. Both villages are surrounded by green belt with Walton and Banstead Heaths, with their vast expanses of open space, close by. The market towns of Epsom and Reigate are five miles away and Box Hill, owned by the National Trust and part of the stunning Surrey Hills, is in close proximity to the school.

DIRECTIONS

Chinthurst School
52 Tadworth Street
Tadworth
Surrey
KT20 5QZ
01737 812011

By Road

From the South:

Leave the M25 at Junction 8, follow signs for London A217. Carry on over 2 roundabouts and take the second exit on the third (5 ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

From the North:

Heading South on the A217, take the fourth exit on the 5 ways roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right hand side.

By Rail

Chinthurst School is a short walk from Tadworth train station.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

