



CLASS TEACHER APPLICATION PACK
Starting September 2025



Headteacher: Sally Smith
Chair of Governors: Martyn Howarth

LONG GROVE ROAD
EPSOM
SURREY
KT19 8TF

TEL: 01372 743104
EMAIL: info@southfield-park.surrey.sch.uk



Dear applicant,

May 2025

RE: CLASS TEACHER VACANCY

Thank you for your interest in a class teacher role at our school, starting in September 2025.

Southfield Park Primary School celebrated our 20th birthday in September 2023. Our last Ofsted inspection recognised the many strengths of our curriculum, teaching and learning and especially the behaviour and attitudes of our children. We have two-forms of entry, totalling fourteen classes across Reception to Year 6. Please look at our website where you will find more information about our bespoke curriculum and the broad range of wider opportunities that our children all have access to.

This is a fantastic opportunity for someone who is keen to work with committed colleagues. Southfield Park is the right school for you to launch, restart or take the next step in your teaching career, as we can offer you support and opportunities in a friendly and nurturing school. The post is open to both experienced teachers and ECTs. If you are an ECT we will guide you through the early stages of your teaching career.

We are looking for an excellent class teacher who is committed to giving every child in their class the opportunity to thrive and shine. We can offer you a dedicated, forward thinking staff team and children who are keen to learn; care about others and are striving to contribute to our school and wider community. The year group will be decided once we have met the candidates, as we want you to start with us in an environment where you will thrive.

We do encourage early applications as we will be shortlisting on receipt of applications and we reserve the right to close the process once we have appointed the right candidate.

Please do get in touch with us to arrange a visit by contacting Zsuzsanna Katona, School Business Manager on recruitment@southfield-park.surrey.sch.uk We can offer a tour as part of the recruitment process and it will not disadvantage you if you are unable to visit prior to shortlisting.

I look forward to hearing from you and the very best of luck with your application.

Yours sincerely,

Sally Smith
Headteacher



Selection Criteria

When writing your supporting statement **please ensure** that you have both **covered all the points below and given personal examples**. This is to ensure you are clear you fully understand your role and responsibilities. Please do not go over 2 sides of A4.

Essential

Knowledge and Experience

- Must have or be working towards **UK QTS**;
- Knowledge of theory and practice of highquality teaching and learning
- Understanding of inclusive education to ensure that classroom organisation and practices do not discriminate or disadvantage;
- Knowledge of strategies which are necessary to promote purposeful learning and progress;
- Teaching within the primary phase;

Skills and abilities

- Ability to plan and prepare a curriculum which deepens knowledge and understanding for children in a particular age range;
- Ability to assess the progress of individual and groups of pupils and maintain appropriate records;
- Ability to select appropriate resources to create a stimulating learning environment;
- Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school;
- Ability to relate well to parents and encourage their participation in the education process;
- Ability to communicate effectively and confidently with others including parents, governors and other members of staff;
- Ability to lead the co-ordination and development of a subject;
- An ability to use and exploit the potential of ICT in classroom teaching and learning and for professional purposes.

Personal Qualities

- Have a clear philosophy of education;
- Have a breadth of experience or interest in community or other affairs relevant to children or young people;
- Be a committed team player always willing to ask for help and advice when needed;
- Have a commitment to the equality of opportunity; diversity and inclusion;
- Have an awareness of health and safety in the workplace;
- Have total commitment to encouraging pupils to do the very best that they can;
- Be well organised and able to work to deadlines;
- Be flexible and prepared to have a go;
- Be very energetic and enthusiastic with a good sense of humour

Job Description – Class Teacher

Job Purpose: To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

PROFESSIONAL DUTIES

In each case, having regard to our curriculum, National Curriculum, policies and procedures:

TEACHING

1. Planning and preparing lessons;
2. Maintaining a tidy and orderly classroom with attractive, informative child-centred displays and well-managed resources;
3. Promoting and sustaining a productive, disciplined and calm classroom environment;
4. Meeting the educational needs of all pupils through the differentiation of tasks when appropriate;
5. Having regard for the specific needs of pupils with special educational needs and ensuring equality of access to the curriculum;
6. Promoting the general progress and well-being of individual pupils of any class or group assigned;
7. Communicating and co-operating with colleagues in relation to both pupils in the class and wider school issues.

ASSESSMENT AND REPORTING

1. Assessing, recording and reporting on the development, progress and attainment of pupils both in oral and written form;
2. Communicating and consulting with the parents of pupils, both informally and at formal parents evenings;
3. Communicating and co-operating with persons or bodies outside of the school and participating in relevant meetings.

TRAINING AND DEVELOPMENT

1. Participate in all meetings at the school which relate to the curriculum or to the administration or organisation of the school;
2. Participate in the arrangements for teacher performance management;
3. Reviewing and reflecting, both formally and informally, on methods of teaching and programmes of work;
4. Participate in arrangements for further training and professional development of the curriculum, methods of planning, learning and teaching, assessment and pastoral care;
5. Advising and co-operating with the Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
6. Maintaining good order and discipline among the pupils so as to safeguard their health and safety both on the school premises and when they are engaged in school activities elsewhere in line with the School Behaviour Policy.

OTHER

1. Working to support the vision and ethos of the school at all times;
2. Participate in school evaluation and review;
3. To be responsible for the supervision of the work of teaching assistants;
4. Take a lead on curricular area of interest as agreed with the Head teacher;
5. Have due regard to the school's policy on equal opportunities;
6. Taking/attending assemblies;
7. To perform, in accordance with any direction which may be reasonably given by the Headteacher, any duties that may reasonably be assigned.

Southfield Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to criminal records and references checks. Southfield Park is an equal opportunities employer.

SHORTLISTING AND INTERVIEWS

We ask applicants to note the following points before applying:

Dates: Shortlisting on receipt of applications

Role commencing September 2025

Salary: MPS (suitable for ECTs)

Contract type: Full Time & Permanent

To ease the short-listing process, we ask applicants to note the following:

- Applicants **must complete** the Surrey application form;
- When writing your supporting statement **please ensure** that you have both **covered all the points below and given personal examples**. This is to ensure you are clear you fully understand your role and responsibilities. Please do not go over 2 sides of A4.
- It is important to remember that your application form and personal statement is the basis upon which you are selected for interview.
- Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. Please provide information pertaining to any gaps in employment history.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees we will need to make immediate contact after shortlisting.

We look forward to hearing from you.

CLASS TEACHER VACANCY

Dates: Shortlisting on receipt of applications
Role commencing September 2025

Salary: MPS (suitable for ECTs)

Contract type: Full Time & Permanent

- We are looking for an excellent class teacher who is committed to giving every child in their class the opportunity to thrive and shine.
- We can offer you a dedicated, forward thinking staff team and children who are keen to learn; care about others and are striving to contribute to our school and wider community.

We welcome applications from experienced teachers looking to progress their career in a rich learning environment, as well as enthusiastic ECTs looking to launch their teaching career in an excellent school with a robust support package. If you are an ECT we will guide you through the early stages of your teaching career. The year group will be decided once we have met the candidates, as we want you to start with us in an environment where you will thrive.

Southfield Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post will be subject to employment checks and enhanced DBS check.

We encourage you to apply early as we will be shortlisting on receipt of applications and reserve the right to close the process once we have appointed the right candidate.

We are committed to providing services which embrace diversity and that promote equality of opportunity. We welcome applicants from all sections of the community and people of all protected characteristics. We provide reasonable adjustments for candidates with a disability and are committed to treating people fairly with compassion, respect and dignity and in promoting equality and human rights.

Application packs can be downloaded from the school website. Please return all application forms via email.

Please do get in touch with us to arrange a visit by contacting recruitment@southfield-park.surrey.sch.uk We can offer a tour as part of the recruitment process and it will not disadvantage you if you are unable to visit prior to shortlisting.



Job Application Form

Teaching & Leadership Posts

Confidential

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs submitted without a completed application form.**

Please return your completed form to:	By e-mail to Zsuzsanna Katona – School Business Manager: recruitment@southfield-park.surrey.sch.uk	Ref. No. (<i>Office Use Only</i>)
	Or post: Southfield Park Primary School Long Grove Road Epsom Surrey KT19 8TF marked private and confidential	
The deadline for receipt of completed applications is:	as soon as possible – shortlisting on receipt of applications	

Details of Post Applied For:

Job Title	Class Teacher
Job Reference Number (if any)	
Please confirm the date you would be able to start work, if successful	

Personal Details:

Title		First Name(s)	
Surname		Preferred Name:	
If you have previously been known by another name, please specify:			
NI Number			

Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		
DfE Registration Number			
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?	YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examination Results or Award
	From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Details of Present or Most Recent Teaching Appointment:

Post Held					
Responsibilities Held (if applicable)					
Dates Employed From and To (Month/Year)					
School/College Name and Address					
Pupils	Number on Roll:		Age Range:		Gender / Mixed:

Name of Local Authority (if applicable)			Type of School/College (Community, Academy, Independent etc)	
Salary Details	Annual Salary (if part-time, specify the FTE):	£		
	Additional Allowances (state type and annual value):			
Reason for Leaving (if applicable)				

Previous Teaching Appointments:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary.

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
1.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
2.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
3.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
4.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College (e.g. community, academy, independent etc) and NOR (approx):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	

Other Employment:				
Please give details of any other periods of employment you have undertaken which you have not included above, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.				
Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

--	--	--

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust).
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title		Title	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Reasonable Adjustments to the Shortlisting Process:

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Disclosure and Barring Service Checks and Self-Declaration:

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

If you are shortlisted for interview, you will be required to declare any cautions or convictions which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

* Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection on the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

Are you currently registered with the DBS Update Service?

YES/NO

If YES, please provide the information below. If NO, please proceed to the next section.

DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration? (<i>select one</i>)	STANDARD / ENHANCED		
Which workforce was your check requested for at point of registration? (<i>select one</i>)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER		

Declaration: By signing this application form and providing the information above I understand that I am authorising the school/college to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children’s Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Declaration of Relationships:

Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of governors?

YES / NO

If YES, please provide below his/her name and role, and state your relationship:

--

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice.

Signature of Applicant		Date	
------------------------	--	------	--

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application.

Retention of Application Forms: As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO):

	YES	NO

Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion is **optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
-------------------	--	---	--

Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male Prefer to self-describe :

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	

Ref No. (For Office Use Only)

