

Part of the **Hurst** Family of Schools

PENNTHORPE  
NURSERY PRE-PREP PREP

Reception Class Teacher  
Candidate Pack



# Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF  
**RECEPTION** CLASS TEACHER AT PENNTHORPE!

We are thrilled that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn and grow.

At Pennthorpe, we believe childhood should be cherished and education should be inspiring. Our vision is to provide every child with an exceptional and joyful educational journey, one that nurtures confidence, curiosity, kindness and resilience, and empowers them to discover who they are and what they might become. We aim to equip our pupils not only with strong academic foundations, but with the character, creativity and compassion needed to thrive in an ever-changing world.

Excellence at Pennthorpe is about far more than outcomes alone. It is seen in the warmth of our relationships, the energy of our classrooms, the courage to try, and the care shown for others. Our dedicated and talented staff are at the very heart of this, creating a vibrant, supportive environment where children feel known, valued and inspired every day.

To join the Pennthorpe team is to embrace school life wholeheartedly. We are looking for someone who brings enthusiasm, warmth and a sense of fun; who understands the privilege of working with children and delights in helping them flourish.



At Pennthorpe, everybody is somebody. Every child and every member of staff is known, valued and celebrated for who they are and for the unique contribution they make to our community and the wider world. A strong sense of teamwork sits at the heart of school life, where tradition is thoughtfully balanced with innovation, and high expectations are paired with warmth and approachability. Together, we work with purpose and positivity to create a vibrant, stimulating environment in which both children and adults can flourish.

I am immensely proud of Pennthorpe and all that it represents. Our success is built on the energy, dedication and expertise of our staff, who inspire, support and champion our children each and every day. Pennthorpe is a truly special place to work – not only because of its beautiful setting, but above all because of the people who bring the school to life.

If you would like to visit Pennthorpe before submitting an application, or would welcome an informal conversation about the role, please do not hesitate to contact Lauren Manvell ([recruitment@pennthorpe.com](mailto:recruitment@pennthorpe.com) | 01403 822391), who will be delighted to help. When you are ready to take the next step, applications should be submitted via the electronic application form on our website.

I fully appreciate the time and care involved in preparing an application and can assure you that yours will be considered with equal care and attention. All applicants will receive feedback and a personal response. I very much look forward to hearing from you.

Mr Jon Marler  
Head of School





# About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special place, shaped by wonderful pupils, dedicated and passionate staff, and a strong partnership with supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and are committed to making a meaningful difference in young lives.

We are a school with a strong sense of community and family. Every child is known, valued, and supported, and relationships are at the heart of our culture. Kindness, openness, and respect underpin daily life at Pennthorpe, creating an environment in which children feel safe, confident, and ready to learn. For staff, this means working in a supportive, collegiate environment where collaboration, care, and mutual respect are genuinely lived values. Our culture is one of warmth, ambition, and integrity, where adults model the values we hope to inspire in our pupils and where every member of the community contributes to a shared sense of purpose.

Pennthorpe offers a broad, balanced, and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and high-quality teaching enable staff to get to know pupils well and teach responsively and creatively. We encourage innovation in the classroom and our staff are reflective, forward-thinking, and passionate about their practice.



Learning at Pennthorpe extends well beyond academic outcomes. Our skills-based curriculum prioritises confidence, resilience, independence, and a positive approach to challenge. Curiosity is at the heart of learning here, and children are encouraged to ask questions, explore ideas, and take thoughtful risks as they grow. Staff are empowered to contribute ideas, shape provision, and support children's holistic development, with the time and space to build strong relationships and deliver high-quality learning experiences.

Our rich curriculum includes Forest School, sport, swimming, art and performing arts, alongside a wide programme of trips, visits and enrichment activities. A vibrant after-school club programme offers further opportunities for staff to share interests, develop new skills, and enrich pupils' experiences. We believe every child is unique, every child is brilliant, and every child is celebrated, and our curriculum is designed to honour and nurture those individual strengths and qualities.

Care sits at the heart of our ethos. Every child chooses a trusted adult Champion, reinforcing our commitment to strong pastoral care and meaningful relationships. We also place great importance on community, encouraging collaboration across year groups and fostering responsibility, service, and generosity. Our motto, "Born not for ourselves alone," underpins daily life and professional practice at Pennthorpe.

Pennthorpe is proud to be part of the Hurst Family of Schools, following our recent partnership with Hurstpierpoint College. This partnership brings significant professional benefits, including access to shared expertise, high-quality professional development, collaboration across schools, and clear pathways for career progression, while allowing Pennthorpe to retain its distinctive ethos and identity.

Pennthorpe is a school full of warmth, energy, and optimism. Staff work in a positive, supportive environment where they feel valued, trusted, and encouraged to grow professionally.

## Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.





# Pennthorpe – Part of the Hurst Family of Schools



From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff will gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe will continue to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe's evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.

# Why Join Us?

I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

**Charlotte Gallina Breese, Year 3 Teacher**



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

**Jessica Doodes, Head of Marketing & Communications**



HAVING BEEN AT PENNTHORPE FOR A NUMBER OF YEARS, I CAN HONESTLY SAY THAT WORKING ALONGSIDE SUCH TALENTED AND PASSIONATE INDIVIDUALS TRULY FEELS LIKE A PRIVILEGE. THERE IS A REAL SENSE OF CAMARADERIE WITHIN THE TEAM, AND THE CHILDREN ARE GENUINELY AT THE HEART OF EVERYTHING WE DO.

**Wendy Stanbridge, Teaching Assistant**



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# The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking





# Pennthorpe's Pre-Prep

Pennthorpe's Pre-Prep caters for children aged 2 to 7. Our classrooms are vibrant, joyful spaces where curiosity and creativity thrive. Children are encouraged to explore the world around them and discover their own unique strengths and character. It is a magical, inspiring environment, designed entirely with children in mind—transforming from a calm haven to an adventure kingdom multiple times a day!

Our facilities and resources are continually evolving to meet the needs of our learners, and combined with our exceptional, dynamic team, we ensure every child receives outstanding teaching and care—while having plenty of fun along the way.



## EYFS Class Teacher

The ideal candidate will be a nurturing, inspiring, and dedicated EYFS practitioner, passionate about early learning and eager to share that enthusiasm with Reception children. A genuine love of working with some of our younger pupils, and the ability to spark curiosity, joy, and confidence as they begin their learning journey, are essential.

This role requires warmth, patience, and positivity, along with the flexibility and good humour needed to thrive in a lively and happy school community. In addition to strong classroom practice and a secure understanding of early childhood development, you will bring excellent organisational skills, a collaborative approach, and the ability to manage a variety of responsibilities with confidence and care.

# Planning, Teaching & Classroom Management

- Deliver a warm, engaging, and developmentally appropriate EYFS curriculum, ensuring learning experiences are well-structured, purposeful, and motivating for Reception pupils.
- Prepare and develop high-quality learning materials, continuous provision opportunities, and play-based activities that support children's curiosity and independence.
- Take responsibility for each child's progress and development, ensuring high expectations are met and that pupils make strong and sustained progress across all areas of learning.
- Plan and differentiate effectively, using children's prior knowledge, interests, and next steps to shape meaningful learning experiences and demonstrate a secure understanding of how young children learn best.
- Work closely with teaching assistants and the Learning Support team to provide personalised learning and targeted support where needed.
- Maintain a positive, calm, and consistent learning environment, promoting excellent behaviour and following the school's Code of Conduct and rewards policy.
- Embed early literacy and numeracy skills using RWI & White Rose across all areas of the curriculum, ensuring children develop confidence and enjoyment in these foundational skills.
- Reflect regularly on your practice, using observation, assessment, and professional dialogue to continually enhance the quality and impact of teaching and learning.



# Monitoring, Assessment & Reporting

- Use a range of effective observation, assessment, and monitoring strategies to understand each child's development and set appropriately challenging next steps for learners of all abilities and backgrounds.
- Track and evaluate progress using Arc Pathway across all areas of learning, using EYFS data and insights to inform planning, provision, and individual targets.
- Provide regular, constructive feedback to children both verbally during learning and through accurate, timely assessment records, encouraging them to reflect, persevere, and take growing responsibility for their learning.
- Participate fully in all EYFS assessment procedures, including internal moderation and any statutory requirements as directed by the Senior Management Team.
- Communicate clearly and professionally with parents and carers, sharing updates on children's progress, achievements, and well-being through agreed school systems and processes.

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# Pastoral Duties

- Lead the Reception class with care and confidence, ensuring a warm, safe, and stimulating learning environment in which every child feels secure, valued, and ready to learn.
- Safeguard and promote each child's welfare by following all school policies and procedures, raising any concerns promptly in line with statutory safeguarding requirements.
- Support children's academic, personal, and social development, nurturing their well-being and guiding them as they grow in confidence, independence, and resilience.
- Manage daily EYFS routines effectively, including registration, transitions, and accompanying children to whole-school activities such as Huddles and House Meetings, encouraging full participation in every aspect of school life.
- Identify and respond sensitively to individual pupil needs or concerns, working closely with appropriate staff and contributing to effective, supportive solutions.
- Communicate professionally with parents, carers, and external agencies, ensuring information is shared appropriately and collaboratively with relevant colleagues.
- Contribute actively to children's spiritual, moral, social, and cultural development, promoting kindness, respect, curiosity, and British values throughout daily interactions and classroom practice.



# General Duties

- Promote and uphold school standards by enforcing rules and working collaboratively with colleagues to maintain the high expectations of behaviour and respect that reflect the school's ethos.
- Participate actively in school life, including departmental meetings, staff meetings, INSET sessions, and any required training.
- Adhere to all school policies, including the Staff Handbook and Code of Conduct.
- Undertake supervisory duties as scheduled in the staff duty rota.
- Ensure compliance with Health and Safety policies, both on-site and during off-site school activities.
- Provide cover for absent colleagues when required.
- Support school events and functions, including those outside normal hours, as directed by the Head.
- Carry out additional duties reasonably requested by the Head to contribute to the smooth running of the school.

*This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.*





# Person Specification

## Skills, Experience & Knowledge

- Degree (or equivalent) and QTS (essential), with evidence of ongoing professional development; additional qualifications or further study are desirable.
- Strong understanding of early childhood development and diverse learning needs, with the ability to raise achievement for all Reception pupils.
- Confident in monitoring, assessing, and reviewing children's progress, using observations and data to inform next steps.
- Experience aligned with the responsibilities in this job description, and experience in other EYFS or primary settings (desirable).
- Proven ability to deliver effective, high-quality teaching that supports strong pupil progress (desirable).
- Secure knowledge of the EYFS Framework and early primary curriculum.
- Ability to inspire and motivate young learners with creativity, warmth, and enthusiasm.
- Commitment to cross-curricular collaboration and a holistic approach to learning.
- High expectations for self, colleagues, and pupils.
- Strong communication skills and the ability to provide a supportive, professional service to parents and carers.

# Personal Attributes

- Strong belief in the ethos and values of Pennthorpe School – committed to creating a nurturing and inspiring learning environment.
- High level of honesty and integrity – acts as a positive role model for pupils.
- Professional yet warm and approachable – builds trust and strong relationships with children, parents, and colleagues.
- Enthusiastic and driven – passionate about teaching and making a real difference in pupils' lives.
- Open-minded and adaptable – embraces new ideas, innovative teaching methods, and continuous improvement.
- Excellent interpersonal and communication skills – able to engage and influence pupils, parents, and colleagues effectively.
- Collaborative and team-oriented – works well with others while showing initiative and independence when needed.
- Resilient and positive – maintains composure and optimism in a dynamic school environment.

## How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: Full time, permanent
- Start Date: Monday 20<sup>th</sup> April, 2026
- Application Deadline: Monday 2<sup>nd</sup> February, 2026
- Interview Date: Friday 6<sup>th</sup> February, 2026
- Responsible to: Head of Pre-Prep
- Salary: Dependent on experience



## Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

## Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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**PENNTHORPE**

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