

Part of the **Hurst** Family of Schools

PENNTHORPE  
NURSERY PRE-PREP PREP

KS2/3 English Teacher

(Part time role)

Candidate Pack



# Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF  
**KS2/3 ENGLISH** 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 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 continues 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





## KS2/3 English Teacher

The ideal candidate will be a nurturing, inspiring, and dedicated English practitioner, passionate about language, literature, and helping pupils find their voice. You will bring a genuine love of working with young people, and the ability to spark curiosity, creativity, and confidence as they develop their reading, writing, and communication skills.

This role calls for warmth, positivity, and a commitment to building strong relationships, alongside the flexibility and good humour needed to thrive in our lively and happy school community. In addition to strong classroom practice and secure subject knowledge, you will bring excellent organisational skills, a collaborative approach, and the ability to guide pupils of varying abilities with patience, clarity, and enthusiasm.

A willingness to contribute to the wider life of Pennthorpe, and to play an active role in our rich, holistic learning environment, is essential. The ability to teach Computing and/or Sport would be a welcome addition, but above all we are seeking someone who can inspire a lifelong love of learning in every child they teach.



# Planning, Teaching & Classroom Management

- Deliver engaging, well-structured, and inspiring English lessons that nurture pupils' confidence and enthusiasm for reading, writing, and communication.
- Prepare and develop high-quality teaching resources and learning activities that promote curiosity, creativity, and critical thinking across the English curriculum.
- Take responsibility for each pupil's progress, ensuring high expectations are upheld and that all learners make strong, sustained progress in literacy skills.
- Plan and differentiate effectively, using pupils' prior knowledge, interests, and individual needs to shape purposeful learning experiences and demonstrate a secure understanding of how children learn best.
- Work closely with colleagues, including teaching assistants and the Learning Support team, to provide personalised learning and targeted intervention where required.
- Maintain a positive, calm, and consistent classroom environment that promotes excellent behaviour, engagement, and mutual respect, following the school's Code of Conduct and rewards systems.
- Embed core literacy skills across the curriculum, encouraging pupils to develop confidence, independence, and a genuine love of reading and writing.
- Reflect regularly on teaching practice, using assessment, pupil feedback, and professional dialogue to continually refine the quality and impact of your teaching.



# Monitoring, Assessment & Reporting

- Use a range of effective assessment and monitoring strategies to understand each pupil's progress in reading, writing, speaking, and listening, setting appropriately challenging next steps for learners of all abilities and backgrounds.
- Track and evaluate progress across the English curriculum, using assessment data and insights to inform planning, differentiation, and targeted support.
- Provide regular, constructive feedback to pupils; both verbally during learning and through accurate, timely marking—to help them reflect, improve, and take increasing ownership of their learning.
- Participate fully in the school's assessment procedures, including internal moderation, standardised assessments, and any requirements directed by the Senior Leadership Team.
- Communicate clearly and professionally with parents and carers, sharing meaningful updates on pupils' progress, achievements, and well-being through agreed school systems and reporting processes.

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# Pastoral Duties

- Build warm, supportive, and trusting relationships with pupils, ensuring they feel valued, listened to, and confident within the school community.
- Safeguard and promote pupils' welfare by following all school policies and procedures, raising any concerns promptly in line with statutory safeguarding requirements.
- Support pupils' academic, personal, and social development during lessons and tutor times (if applicable), helping them to grow in confidence, independence, and resilience.
- Contribute to the effective running of daily routines relevant to your timetable, including registration or transitions where required, and accompanying pupils to whole-school activities as appropriate for a part-time role.
- Identify and respond sensitively to individual pupil needs or concerns, working closely with colleagues, the Learning Support team, and pastoral staff to ensure thoughtful, consistent support.
- Communicate professionally with parents and carers, sharing relevant information about pupils' progress, behaviour, or well-being through agreed school systems and processes.
- Promote pupils' spiritual, moral, social, and cultural development through positive role modelling, encouraging kindness, respect, curiosity, and strong values in every interaction.



# 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 subject-related qualifications or further study are desirable.
- Strong understanding of English teaching and the diverse learning needs of pupils across the age range, with the ability to raise achievement for all learners.
- Confident in monitoring, assessing, and reviewing pupils' progress, using a range of assessment strategies and data to inform planning and next steps.
- Experience aligned with the responsibilities outlined in this job description; experience in Prep or primary settings is desirable.
- Proven ability to deliver effective, high-quality English teaching that supports strong pupil progress (desirable).
- Secure knowledge of the English curriculum and a clear understanding of effective literacy and language development.
- Ability to inspire and motivate pupils with creativity, warmth, and enthusiasm, fostering a love of reading and writing.
- Commitment to cross-curricular collaboration and a holistic, child-centred approach to education.
- High expectations for oneself, colleagues, and pupils, demonstrating professionalism and a commitment to excellence.
- Strong communication and interpersonal skills, with the ability to provide a supportive, professional service to parents and carers.
- (Desirable) The ability to contribute to the teaching of Computing and/or Sport within the school, demonstrating confidence in digital learning, technology-enhanced practice, and the delivery of high-quality Sport provision.

# Personal Attributes

- Strong belief in the ethos and values of Pennthorpe School, with a commitment to creating a nurturing, inspiring, and positive learning environment.
- High level of honesty and integrity, acting as a positive role model for pupils in conduct, communication, and attitude.
- Professional yet warm and approachable, able to build trust and strong relationships with pupils, parents, and colleagues.
- Enthusiastic and driven, with a genuine passion for teaching English and making a meaningful difference in pupils' lives.
- Open-minded and adaptable, embracing new ideas, innovative teaching methods, and continuous reflection and improvement.
- Excellent interpersonal and communication skills, enabling clear, confident, and empathetic engagement with the school community.
- Collaborative and team-oriented, working effectively with others while also showing initiative and independence when required.
- Resilient, calm, and positive, maintaining optimism, professionalism, and good humour in the dynamic day-to-day life of a busy school.

## 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: Part-time, 10-15 hours per week.  
Fixed Term Contract until the end of the academic year.
- Start Date: ASAP/Immediate Start
- Application Deadline: Monday 9<sup>th</sup> February, 2026
- Interview Date: Friday, 13<sup>th</sup> February, 2026
- Responsible to: Head of Department
- 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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