

The background of the entire page is a photograph of three children in a classroom. In the foreground, a young boy with brown hair, wearing a teal t-shirt, is smiling and looking towards the right while playing a red ukulele. Behind him, two other children are visible: a girl on the left wearing a red cardigan over a white t-shirt, and another girl on the right wearing a teal t-shirt. The classroom setting includes a blue bulletin board in the background.

# TWEEDDALE PRIMARY SCHOOL



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

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RECRUITMENT PACK

Tweeddale Primary School  
Tweeddale Road  
Carshalton  
Surrey  
SM5 1SW

Telephone: 020 8644 5665

Email: [office@tweeddaleprimary.sutton.sch.uk](mailto:office@tweeddaleprimary.sutton.sch.uk)



Dear candidate

Thank you for your interest in the role of Class Teacher at Tweeddale Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Tweeddale Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kelly Hampstead: [khampstead@tweeddale.org](mailto:khampstead@tweeddale.org). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Jonathan Walters, Headteacher

## ABOUT OUR SCHOOL

Tweeddale Primary School is a thriving, well-resourced 2 form entry school, with a purpose-built wing for our Nursery and Reception classes. At Tweeddale, we have six core values that form the word 'Aspire':

- Ambitious children who want to achieve
- Safe children who demonstrate self-control
- Positive children who persevere
- An inclusive school that will inspire everybody
- Respectful children who will become responsible adults
- Enthusiastic children who are always engaged

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with Outer London Main and Upper Pay scales, points M1-M5, U1-U3.

## HOURS OF WORK

13 hours a week (2 full days, one of which must be a Tuesday).

## PLACE OF WORK

Tweeddale Primary School, Tweeddale Road, Carshalton, Surrey, SM5 1SW.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

## HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Class Teacher
<b>Responsible to:</b>	Phase Leader
<b>Responsible for:</b>	Class-based staff

## ROLE OVERVIEW

We are looking for an enthusiastic part-time Class Teacher to become an integral member of our teaching team. The successful candidate will motivate, challenge, support and inspire our pupils.

## MAIN DUTIES AND RESPONSIBILITIES

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to accelerate with their learning.
- To contribute to raising standards of pupil attainment across the school.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To ensure pupils are safe, happy and secure.

## TEACHING, LEARNING AND PUPIL PROGRESS

- To plan effectively to ensure that all pupils have the opportunity to meet their full potential, taking account of the needs of pupils at all levels of ability, including the very able and those not yet fluent in English.
- To plan effectively to meet the needs of pupils with Special Educational Needs and, in collaboration with the Deputy Head - Inclusion, prepare, implement, monitor and review Education and Health Care plans or other provision.
- To assess, track, set targets, record and analyse each child's learning in line with the Assessment Policy and to report to parents on a termly basis.
- To mark and monitor pupils' class and home learning activities, using diagnostic Assessment for Learning strategies to ensure children progress through their Next Steps in learning.

- To use well informed planning to deliver a range of effective teaching strategies that keep pupils engaged through creative, challenging and engaging learning activities, incorporating differentiation, effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline which pupils respect and to act to pre-empt and deal with inappropriate behaviour in the context of the school's Behaviour Management and Anti-Bullying Policies.
- To observe, track, record and provide for the personal and social needs of pupils.
- To provide analysis and in-depth written assessments and references relating to individual pupils or groups of pupils in Pupil Progress meetings and other progress related meetings.
- To set a good example of your own high standards to the pupils you teach and throughout the school, through your own presentation and personal conduct.
- To follow the school policies and procedures.

## STAFF DEVELOPMENT

- To take responsibility for your own professional development in order to support whole school improvement linked to the Performance Management procedures.
- To attend a range of training opportunities, in and out of school, as directed by the Head Teacher and Senior Leadership Team (SLT).
- To participate in staff meetings or other INSET which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements.

## WIDER PROFESSIONAL DUTIES

- To know, contribute to and implement relevant aspects of the Tweeddale School Development Plan.
- To advise and co-operate with the Head Teacher and other teachers on the preparation and developments of programmes of study, teaching materials, methods of teaching and assessment and pastoral arrangements.
- To manage the leadership of a curriculum area (not applicable to ECTs), to ensure the effective delivery, provision, progression and assessment of the subject and to monitor the standards of teaching and learning throughout the school in order to raise standards in the subject.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.



- To work in partnership and manage support staff and other adults effectively, involving them in the planning and management of pupils' learning.
- To support newly qualified/graduate teachers and other new members of staff where appropriate.
- To act as mentor for teaching students and pupils undertaking work experience (not applicable to ECTs) placed in your class.
- To share responsibility for the safeguarding, welfare, discipline and safety of all the pupils in the school, whether on site or engaged in authorised school activities elsewhere.
- To undertake any other duties as are reasonably required by the Head Teacher, Deputy Headteachers or SLT.
- To be responsible for monitoring children's attendance within the class, using all whole school, phase and class incentives in line with the Attendance Policy, to encourage good attendance and to follow school policy if children's attendance becomes a concern.
- To be prepared to lead an extra-curricular club to be run during or after school hours.
- To work effectively with individuals, bodies and teams outside school as necessary.
- To participate in and contribute to continuing self-evaluation of achievements and areas of development at Tweeddale, in order to ensure an ongoing, consistent rise in standards.
- To participate in arrangements to prepare for termly, yearly and end of Key Stage assessments, including baseline where appropriate, assessing such work and reporting on it to the Head Teacher, Deputy Heads, Assessment Leader or Phase Leader.
- To attend assemblies, register the attendance of pupils and supervise such pupils in school, in the playground and on educational visits.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Qualified Teacher Status (QTS)	x	
Recent and relevant experience at primary level, including placements for ECTs	x	
Evidence of continuous CPD and commitment to further professional development		x
<b>Personal and Professional Qualities and Attributes</b>		
Class teachers must have a clear understanding of: <ul style="list-style-type: none"> <li>- The characteristics of quality teaching and learning, enabling children at all levels of ability including the most able, to make good progress</li> <li>- Effective and creative planning, using the National Curriculum</li> <li>- The philosophy underpinning an inclusive approach to teaching children with SEN</li> <li>- A variety of assessment for learning methods and their purposes</li> </ul>	x  x  x x	
Class teachers must be able to: <ul style="list-style-type: none"> <li>- Set high standards for all aspects of teaching and learning</li> <li>- Teach a class, using a range of strategies to engage learners and ensure good progress</li> <li>- Work collaboratively and professionally with colleagues</li> <li>- Organise a classroom for purposeful, challenging learning and maintain a motivating, working atmosphere</li> <li>- Plan for effective learning across a range of abilities</li> <li>- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships</li> <li>- Communicate regularly and effectively with pupils and parents</li> <li>- Work to deadlines, manage time effectively and be well organised</li> </ul>	x  x x  x x  x x x	
Class teachers must: <ul style="list-style-type: none"> <li>- Work collaboratively in a team</li> <li>- Establish good relationships with pupils, parents and staff</li> <li>- Be self-evaluative and reflective about their practice</li> <li>- Demonstrate high standards of personal and professional conduct</li> <li>- Demonstrate high standards of oral and written communication</li> </ul>	x x x x x	



<ul style="list-style-type: none"> <li>- Be enthusiastic and committed</li> <li>- Enjoy working with children</li> <li>- Have a thirst for self-development and ownership to keep informed of latest developments in education</li> <li>- Be self-motivated and ability to take the initiative</li> <li>- Be committed to equal opportunities</li> <li>- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</li> <li>- Be committed to a partnership with parent/carers</li> </ul>	x x  x x x  x x	
Experience of successful use of Support Staff to support learning in class		x
Experience of leading and managing a National Curriculum subject		x
Committed to the safeguarding of children	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Thursday 12th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Thursday 19th June 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on Monday 1st September 2025.



**GREENSHAW**  
LEARNING TRUST



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