



Aragon Primary School



**Application Pack for the position of
Class Teacher**

Aragon Primary School
Required September 2025

<https://www.aragon.merton.sch.uk/>



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WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in this exciting opportunity to teach in our exceptional school.

Aragon Primary School is a three-form entry school, with an excellent reputation set in lovely grounds. We pride ourselves on our welcoming and friendly children and staff. We care passionately that every child at Aragon has the best education possible whilst learning the values of kindness, tolerance and respect.

You can see a little of what we offer on our website:

<https://www.aragon.merton.sch.uk/>

The school is recruiting for a class teacher to start either in September 2025. The successful candidate will be responsible for the standards and progress of pupils and will be enthusiastic and motivated to help our children to ignite their spark and 'be the best they can be'.

The successful candidate will have a good understanding of teaching and learning, pedagogy and experience of using educational research such as Rosenshine's Principles and Metacognition. We are seeking to appoint staff who can work collaboratively with colleagues and who are passionate about providing all children with the very best learning experiences possible.

As a school, we work hard to reduce teacher workload, support our staff and their own wellbeing as well as offering all staff professional development and coaching. ECTs are welcome to apply.

The Local Governing Body and I are looking forward to working closely with the successful candidate to develop their skill set and support the SLT in delivering their vision of a happy and successful school which offers an enriched curriculum to all children.

Included within this pack are the instructions on how to apply, together with the dates for the various stages of the selection process.

Thank you for your inquiry and I look forward to receiving your application.

Kindest regards

Clare Ryder

Headteacher



JOB DESCRIPTION

Post Title:	Class Teacher
Grade:	Main Pay Scale (Inner London)
Required:	September 2025
Contract type:	Full-time, permanent
Reporting to:	Headteacher and Deputy Headteacher

Key Responsibilities:

- To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:
- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver excellent progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors who support the work of the school
- To play a significant role in the life of the school and contribute to whole school development
- To provide a model of good practice for aspects of teaching and learning

1. Teaching:

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress. and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations when necessary
- 1.5 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

2. Whole school organisation, strategy and development:

- 2.1 Support the development, implementation and evaluation of the school's policies, practices and procedures.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

3. Health and safety

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.



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4. Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Deploy resources delegated to you in accordance with school policies.

5. Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate,

6. Communication

- 6.1 Communicate with pupils, colleagues, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;

All staff

- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a Class Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Class Teacher

	Essential	Desirable
Qualifications		
Educated to degree level	X	
Qualified teacher status in the UK	X	
Experience		
Experience of teaching across a range of age groups		X
Experience or willingness to lead a subject and drive whole school improvement		X
Teaching		
Sound knowledge of the National Curriculum for all the subjects for both Key Stages.	X	
An understanding of curriculum and pedagogical issues relating to learning and teaching,	X	
Plan lessons for all the pupils in a class, setting clear learning objectives and differentiated tasks	X	
Enthusiasm and a sense of purpose in the delivery of learning experiences and the assessment of the curriculum	X	
Understanding of the SEND Code of Practice in relation to accountability for pupils with SEND	X	
A commitment to following school policies	X	
High expectations of achievement and behaviour	X	
Ability to establish and promote a rich, stimulating and inclusive learning environment across both indoor and outdoor learning spaces	X	
Understanding and ability to use a range of teaching methods to meet the needs of all children	X	
Use assessments of pupils learning to inform future planning	X	
Keep records of pupil progress in line with school policy	X	
Other Requirements		
An interest in current educational research and a keenness to pursue professional reading and development as a learner yourself		X
Digitally literate	X	
Commitment to own professional development and prepared to undertake training relevant to the post	X	



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A teacher with a flexible approach to work who enjoys being a good team member	X	
Must have good communication skills both orally and in writing	X	
Must be able to manage own workload effectively	X	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	X	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	X	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	X	

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their



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responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

PRE-EMPLOYMENT CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination.

You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Aragon has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO,



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in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.





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DATES FOR YOUR DIARY

The deadline for applications is at **12pm on Friday 25th April 2025**

INTERVIEW DATE: Thursday 8th May 2025

START DATE: SEPTEMBER 2025