



Borrow Wood Primary School **Recruitment Pack**



Teacher
Required April 2026-August 2027
Full Time
Fixed Term for a year and a term
Salary M1 -M6

Closing Date: Monday 8th December @ 9am

Interview Date: Friday 12th December

Start Date: Monday 13th April 2026

End Date: 31st August 2027





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Welcome Letter from Head Teacher

As Head Teacher at Borrow Wood Primary School, I am proud to lead a dedicated, caring, and enthusiastic team of professionals who are committed to providing the very best education to every child in our care.

At Borrow Wood Primary School, we believe that education is about inspiring curiosity, building confidence, and fostering a lifelong love of learning. Our children are at the heart of everything we do, and we are constantly striving to provide them with the very best opportunities to achieve and thrive. We want all of our children to achieve their BEST.

We are currently seeking a passionate and committed individual to join our team. This role presents an exciting opportunity to become part of a school community that values collaboration, creativity, and continuous professional development. Whether you are at the beginning of your career or looking for a new challenge, we would be thrilled to learn more about what you could bring to our school.

You will find more details about the role, our vision and values, and how to apply in the accompanying recruitment pack. I encourage you to visit our school website and, if possible, arrange a visit to meet us in person – we would be very happy to welcome you and show you around.

Thank you for your interest in Borrow Wood Primary School. We look forward to receiving your application and learning more about how you could contribute to our vibrant school community.

Warm regards,
Natalie Bartlett
Head Teacher
Borrow Wood Primary School





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At Borrow Wood we work hard 'to bring out the BEST in everyone!' We aim to make all of our children confident, happy and motivated with a love of learning by providing a safe and welcoming environment both indoors and outdoors where they can be challenged to do their best. We have high expectations of behaviour and achievement recognising that all of our children bring something unique to our school.

Borrow Wood Primary School is part of ODYSSEY COLLABORATIVE TRUST, seven local Derby City schools, that have come together to provide an excellent education to Derby City children through strong collaborative links.

The school is situated on an attractive site, with extensive outdoor spaces that can be used to engage the children in a range of creative learning opportunities. We have raised beds for growing food, a nature area with a pond, two trim trails, a tyre park and two large playing fields and playgrounds. There is also a soft surface outdoor area for our Foundation Stage children to use as part of their free flow outdoor and indoor learning environment.

The school is based in two buildings dating from the late 1960's. The classrooms are large and bright and have access to shared areas to enable a variety of learning arrangements to be made. All of our classes are equipped with Interactive Whiteboards. The two large halls are well – equipped with PE equipment and are also used as the dining halls at lunch time. The school has its own kitchen and school meals are prepared daily on site by our catering team with ingredients sourced from local companies.

In April 2025 a new Enhanced Resource Facility (ERF) was opened following an extensive refurbishment of part of the upper building. Borrow Wood Enhanced Resource Facility is a provision for children with complex communication and interaction needs. Most of the children have a diagnosis of Autistic Spectrum Condition.

We are an inclusive school and welcome children into our school community with a range of additional needs. Teaching Assistants are deployed across the school to support the learning needs of our children.





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Application Details

We believe the children in our school deserve the best and we are passionate about finding the right people to work in our school. If you are committed, enthusiastic, adaptable, willing to learn and most importantly, have genuine care and drive for all children to do their best, we would love to hear from you. Visits to school are warmly encouraged or we are able to answer any questions via phone or email. Please email any questions to n.bartlett@borrowwood.odysseyct.org.uk or ring the school office on 01332 662826 to arrange a visit.

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Closing date for applications: **Monday 8th December 2025 @ 9am**

Interviews will be held on: **Friday 12th December 2025**

Odyssey Collaborative Trust, is a group of five primary and two junior schools, all within the City of Derby. We educate 2,111 pupils and employ 351 staff. We aim to be a Trust where, pupils thrive, our colleagues thrive and our community thrives.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for. Applications can be submitted via email to n.bartlett@borrowwood.odysseyct.org.uk. Wherever possible, please provide work email addresses for your referees.

Safeguarding

Borrow Wood 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. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.



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Job Description

In addition to the current responsibilities as set out in the Conditions of Employment of Teachers the successful candidate is to be responsible for the following:

Main Activities

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

Principal Accountabilities

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of all of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To provide children with opportunities to manage their own learning and become independent learners.
4. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
6. To maintain a high standard of display both in the classroom and in other areas of the school.
7. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
12. To take responsibility for the management of other adults in the classroom when appropriate.
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.



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Job Description (continued)

Teaching and Learning

- Be a professional role model, clearly and consistently demonstrating quality first teaching, classroom organisation and display, and high standards of achievement and behaviour.
- Undertake monitoring activities and evaluations to provide feedback in line with school policy.
- Model highly effective teaching, learning and building of effective relationships.
- Liaise with the SENCO and other colleagues in order to raise learning potential for children with SEND and those identified through the pupil premium funding.
- Support the implementation of national and local initiatives, ensuring relevant support staff are fully informed and up to date on changes.
- Ensure resources are focused on achieving maximum levels of progress for all.

Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for all pupils
- Contributing to the maintenance of a caring and stimulating environment for pupils

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together to Safeguard Children 2018 publication, Keeping Children Safe in Education and the school's Child Protection & Safeguarding policy.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Child Protection & Safeguarding policy within the school.
- Comply with the school's Child Protection & Safeguarding policy to ensure the safety and welfare of children and young persons.
- To ensure that the Head teacher and/or Designated Safeguarding Lead is made aware of and kept fully informed of any concerns which may arise in relation to child protection and safeguarding.

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.



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Job Description (continued)

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the Odyssey Collaborative Trust criminal disclosure form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies. These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

As this job is designated as a 'regulated activity' an enhanced DBS with Barred list check is essential.



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Person Specification



Class Teacher	Essential	Desirable
Qualifications & Experience		
Successful teaching experience in KS1 and/or KS2	x	
Experience in Primary Teaching	x	
Qualified Teacher Status	x	
Evidence of participation in professional development		x
Evidence in improving pupil outcomes	x	
Demonstrate experience of effective child protection and safeguarding	x	
Knowledge & Skills/Abilities		
Has a broad overview of the key components and expectations of the KS1 and/or KS2 curriculum and National Curriculum		X
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Understands how children and young people learn and develop	x	
Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	X	
How to manage Health and Safety policy and promote and safeguard pupil welfare	x	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	X	
Has up to date knowledge of relevant legislation and guidance in relation to the safeguarding of children	x	



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Person Specification (continued)



Class Teacher	Essential	Desirable
Curriculum Skills		
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Has a broad overview of the key components and expectations of the KS1 and/or KS1 curriculum and the National Curriculum		x
Understands how children and young people learn and develop	x	
Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	x	
How to manager Health and Safety Policy and promote and safeguard pupil welfare	X	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies.	x	
Effective Professional Relationships		
The ability to be an effective team player that works collaboratively and effectively with others	X	
Support, motivate, challenge and inspire colleagues and pupils by leading through example	X	
Can deal successfully with a range of situations that may include conflict resolution	X	
Experience of building effective relationships with parents, with an understanding of why this is so important	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	