



Class Teacher
Application Pack
Dunstall Hill Primary School



Contents

Class Teacher Application Pack

- 1. About Perry Hall Multi-Academy Trust**
- 2. Trust Safeguarding Statement**
- 3. About Dunstall Hill Primary School**
- 4. PHMAT Training and Development**
- 5. Job Description/Personal Specification**
- 6. Post Information**
- 7. Recruitment Privacy Notice**
- 8. Contact Details**

About PHMAT



Perry Hall Multi-Academy Trust has a singular, clear and unwavering purpose: to improve outcomes for all children across the Trust regardless of their starting point in life.

This is achieved by delivering a world class education, by ensuring pupils perform above national expectations, by providing holistic support to our pupils and their families and by adding value to the pupil experience at every given opportunity.

We safeguard and protect all of our schools, providing a platform from which we can grow and succeed together.

Our ethos is to support, collaborate and empower our schools to succeed. We celebrate their individuality and cherish their respective identities. Every one of our schools is different, with unique challenges, opportunities and personalities. We recognise that as a strength and something to be celebrated.

School to school support and staff CPD is provided by the PHMAT Training and Development team and creates an environment wherein all our schools work together to prosper and share best practice. It also provides a number of opportunities for staff to enhance their careers and share their specialist knowledge to others who are able to benefit from it, resulting in better outcomes and experiences for our children.

Values and Vision Statement

Personal Growth

Honesty

Mutual Respect

Ambition

Teamwork

We aim to provide outstanding education to enable every child to succeed at all levels. Through a clear vision which drives strategic direction, we endeavour to be recognised as a Trust that retains and grows robust leaders and governance by suitably equipping them to make substantial improvements at pace, putting the children's well-being, safety and education at the heart of every decision.

By establishing a sustainable framework for continuous improvement and professional growth, we will provide learning of the highest quality for all stakeholders, enabling success for everyone.

Together We Succeed

Trust Safeguarding Statement



Perry Hall Multi-Academy Trust schools first priority is the welfare of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In our Trust Schools, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Please refer to our Academy SEND policy to view our procedure on early identification and intervention of additional needs.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse
- They should not attempt to investigate once initial concern is raised

About

Dunstall Hill Primary School



Together Everyone Achieves More

At Dunstall Hill Primary School, our aim is to provide all of our children with a positive, safe and caring environment in which they can flourish and learn in order to prepare them for them for the journey of life ahead.

Every staff member shares a mutual desire for all pupils achieve, be happy and succeed in everything they do.

At Dunstall Hill, we deliver the curriculum through an imaginative range of activities, giving our children extensive experience, along with the confidence and independence to apply their skills in real life.



Together We Succeed

PHMAT Training and Development

We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our Trust deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

PHMAT is proud to have a team of specialist leaders of education and expert practitioners who provide a high standard of support and training to both PHMAT schools and those outside of the Trust. The team has a shared goal – to improve the learning experience of all pupils in the Trust and provides a great number of CPD opportunities for staff across our Trust.



Job Description

Duties & Responsibilities of Class Teachers Responsible to Head Teacher

The following job description outlines the duties and responsibilities of class teachers at Dunstall Hill Primary School.

Planning:

- Teachers are to plan their teaching to achieve progression in pupils' learning through:
- Identifying clear objectives and content, appropriate to the subject matter and the pupils being taught, taking account of school policies, schemes of work, National documents.
- Setting tasks for whole class, individual and groups work, including homework, which challenge pupils and ensure high levels of pupil interest;
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils are aware of the substance and purpose of what they are asked to do;
- Identifying pupils who have special educational needs, including specific learning difficulties.

Success Criteria:

Planning ready and completed for teaching in line with school policy.

Planning meets expectations for:

- Clear objectives
- Differentiation
- Variety of teaching and learning styles used
- Assessment for learning informed future planning and is documented in line with school policy

Evaluation:

- Headteacher / Deputy several times each half term will trawl planning
- Leadership team will carry out planning/book trawls at least termly
- At least termly focused lesson observations

Teaching & Class Management:

- Monitor and intervene when teaching to ensure sound learning and discipline;
- Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well focused teaching and through positive and productive relationships;
- Establish a safe environment which supports learning and in which pupils feel secure and confident;
- Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through implementation of the schools teaching and learning policy

Success Criteria

All classrooms to be organised in accordance with teaching and learning policy

All lessons follow structure of:

- Whole class introduction sharing learning objective / success criteria
- Stimulating, engaging learning tasks
- Plenary

Children's achievement will at least be in line with national expectations (one national curriculum level in two years)

Evidence of provision for gifted and talented learning, more able and SEN pupils

Monitoring, assessment, recording, reporting and accountability:

- To assess how well learning objectives have been achieved and use this assessment to improve specific areas of teaching
- Mark and monitor children's class work and homework providing constructive written and oral feedback, and setting targets for pupils' progress.
- Assess and record children's progress, through focused observation, questioning, marking and testing and use this to:

Success Criteria

Use of curricular targets, planning, strategies for day-to-day assessment and feedback on learning meets school guidelines

Evaluation

Leadership team through monitoring planning and day to day assessments to judge how assessment for learning informs planning and individual target setting on a termly basis. There are clear links between assessment and children's achievement being made.

Other Professional Requirements

- Establish effective, professional working relationships with all staff
- Set a good example to pupils, through presentation and personal and professional conduct;
- Understand their professional responsibilities in relation to all school policies and practices;
- Recognise that learning takes place in and out of the school context, and understand the need to work effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare;
- Recognise the role and purpose of the school's governing body

Performance Management

To take part in the school's performance management cycle that has been approved by all staff and all governors

Curriculum Responsibility

- All fully qualified teachers will have a curriculum area responsibility to lead. This are will be designated after discussion with the headteacher. (Refer to subject leaders job description)

General Conditions

- It is the intention that the above responsibilities are in accordance with the requirements of the Teachings pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements. LEA circulars and guidelines giving interpretations of Teachers Pay and Conditions of service.
- This job description is subject to annual review. It may be amended only after full consultation with the class teacher concerned. It will be signed if agreement is reached.
- If following review and amendment, agreement is not reached the appropriate procedures should be used to settle disputes.

Personal Specification

| Essential | Desirable | Evidence |
|---|---|---|
| <ul style="list-style-type: none"> Teaching degree or equivalent and QTS status | <ul style="list-style-type: none"> Has experience of leading subject across school. Evidence of further professional development in order to demonstrate personal drive | <ul style="list-style-type: none"> Application Form |
| <ul style="list-style-type: none"> An excellent practitioner in order to be a role model in raising standards. Experience of teaching in the primary phase | | <ul style="list-style-type: none"> Application Form References Interview |
| <ul style="list-style-type: none"> Ability to work as part of teams, in order to secure staff's commitments to the school vision. High level organisational skills High level written and verbal communication skills in order to relate effectively to pupils, staff, governors, parents (All stakeholders) Have experience of maintaining good discipline in order to provide a safe environment for children | <ul style="list-style-type: none"> Experience of staff development in order to support staff with a wide range of experiences in raising standards Has experience of coaching and mentoring other staff Experience of leading/ facilitating staff CPD Have supported initiatives that reach out to parents and wider community in order to form a good home/ school partnership | <ul style="list-style-type: none"> Application Form Interview References |
| <ul style="list-style-type: none"> Enthusiastic about teaching Commitment to raising standards of achievement Flexible and have capacity to take on new ideas and initiatives. Have high expectations of what pupils can achieve. Can work at pace and meet deadlines | | <ul style="list-style-type: none"> Application Form References |
| <ul style="list-style-type: none"> Has worked with a range of successful strategies to raise standards of achievement for all pupils | <ul style="list-style-type: none"> Recent experience of curriculum development in a key area and has led to curriculum improvement. | <ul style="list-style-type: none"> Application Form Interview |

Post Information

Role: Class Teacher

Salary: Main Pay Scale / UPS

Closing Date: Wednesday 3rd June 2026 at 12 noon.

Start Date: September 2026

Interviews: W/C 8th June 2026

Employee Benefits:

Trust staff are entitled to the following:

- Yearly Wellbeing day or two half days
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Ms Patterson at dunstallhillprimaryschool@wolverhampton.gov.uk or on 01902 921166.

Applying:

Please complete our application form and submit by email to dunstallhillprimaryschool@wolverhampton.gov.uk

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

Recruitment Privacy Notice

Recruitment and Candidate Information

What is a Privacy Notice?

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 give individuals the right to be informed about how their personal data is collected and used. This Recruitment Privacy Notice explains how Perry Hall Multi-Academy Trust uses personal data relating to individuals who apply for posts within the Trust.

Personal data means any information that can identify you directly or indirectly. Processing refers to any activity involving personal data, including collecting, storing, sharing and deleting it.

This notice explains:

- why we use your personal data
- the legal basis for using it
- what personal data we collect
- where we collect it from
- who we share it with
- how long we keep it
- your rights under data protection law

About this Privacy Notice

This notice applies to all applicants for employment with Perry Hall Multi-Academy Trust, including those applying to academies within the Trust and to posts within the central team.

Perry Hall Multi-Academy Trust is registered as a Data Controller with the Information Commissioner's Office (ICO) and is responsible for determining how personal data is processed.

The Trust has appointed a Data Protection Officer (DPO) through Services 4 Schools Ltd. The DPO can be contacted at: DPO@PerryhallMAT.co.uk.

What information do we collect?

We only collect personal data that is necessary to manage our recruitment and safer recruitment processes. This may include:

- name, address and contact details
- employment history, qualifications, skills and experience
- current salary and benefits information
- right to work documentation
- references from current and previous employers
- information required to carry out safeguarding and pre-employment checks
- information about health or disability where reasonable adjustments are required
- equal opportunities monitoring data, including ethnicity, religion or belief, sexual orientation and health

How do we collect your personal data?

We collect personal data directly from you through application forms, supporting documentation, interviews and assessments. We also collect information from third parties, including:

- referees
- the Disclosure and Barring Service (DBS)
- employment background and right to work check providers

For shortlisted candidates, online searches may be carried out as part of safer recruitment practices. These checks are proportionate and relate only to an individual's suitability to work with children.

Why do we process your personal data?

We process personal data to:

- assess your suitability for employment
- make recruitment decisions
- carry out safeguarding and safer recruitment checks
- comply with legal and regulatory obligations
- respond to legal claims or requests

Lawful basis for processing

We process personal data under the following lawful bases:

- Article 6(1)(c) UK GDPR – compliance with a legal obligation
- Article 6(1)(f) UK GDPR – legitimate interests in operating effective recruitment processes

Where we process special category data, this is done under:

- Article 9(2)(b) UK GDPR – employment and social protection obligations
- Article 9(2)(g) UK GDPR – substantial public interest (safeguarding)
-

Criminal conviction data is processed under Article 10 UK GDPR and Schedule 1 of the Data Protection Act 2018 where required for safeguarding and safer recruitment.

Together We Succeed

We will not use your personal data for any purpose other than the recruitment process for which you applied.

Who has access to your personal data?

Access to personal data is restricted to those involved in the recruitment process, including:

- recruitment and interview panels
- senior leaders and managers
- Human Resources providers
- IT staff where necessary

We may share data with third parties including:

- Services 4 Schools Ltd (HR provider)
- the Disclosure and Barring Service
- right to work and background check providers
- referees
- legal representatives or public authorities where required by law

International data transfers

We do not routinely transfer personal data outside the UK. Where data transfers are necessary, appropriate safeguards will be in place in line with UK GDPR.

How do we protect your personal data?

The Trust has appropriate technical and organisational measures in place to protect personal data from loss, misuse or unauthorised access. Policies including the Data Protection Policy and Records Management Policy are available on our website.

How long do we keep your data?

If you are unsuccessful, recruitment data will be retained for six months after the recruitment process and then securely destroyed.

If you are successful, recruitment data will be transferred to your personnel file and retained in line with the Trust's employee privacy notice.

What happens if you do not provide personal data?

You are not legally required to provide personal data during recruitment. However, failure to provide essential information may prevent us from progressing your application.

Equal opportunities data is optional and not used as part of the selection process.

Your data protection rights

You have the right to:

- access your personal data
- request correction of inaccurate data
- request erasure of data where applicable
- restrict or object to processing
- withdraw consent where processing is based on consent
- lodge a complaint with the Information Commissioner's Office

We do not make recruitment decisions based solely on automated decision-making.

Contact

If you have any questions or wish to exercise your rights, please contact:

Data Protection Officer
Perry Hall Multi-Academy Trust Business Team
PO Box 7177
Greenacres Avenue
Wolverhampton
WV1 9DB

Email: DPO@PerryhallMAT.co.uk

You also have the right to contact the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

Update April 2026

Contact Details

Address

Dunstall Hill Primary School

Dunstall Avenue

Whitmore Reans

Wolverhampton

WV6 0NH

Call

01902 921166

Email

b.patterson@dhps.perryhallmat.co.uk

Visit

www.dunstallhillprimary.com



Perry Hall Multi-Academy Trust
PO Box 7177
Greenacres Avenue
Wolverhampton
WV1 9DB

www.perryhallmat.co.uk

Together We Succeed