



# **Highburton C of E First Academy Recruitment Pack**

**Class Teacher (KS1) 3 days per week  
(days to be negotiated)**

**Closing Date — midnight Thursday 19<sup>th</sup> June  
2025**

# Class Teacher

**Start Date:** 1<sup>st</sup> September 2025 – Fixed term for one year – 3 days per week

**Interviews:** Tuesday 24<sup>th</sup> June

**Salary:** MPS - UPS

This is a fantastic opportunity to join an outstanding team within a successful and forward-looking academy trust. We are actively seeking applications from Early Career Teachers. We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos.

We are welcoming candidates to visit our school at set times during the weeks commencing 9<sup>th</sup> and 16<sup>th</sup> June. Please contact the school office to arrange a visit.

## **We are looking for someone who is:**

- an excellent class teacher with high expectations of all pupils
- a team player, who works well with others
- nurturing and caring
- committed to raising standards
- hard working and enthusiastic

## **Why join Enhance Academy Trust?**

As a Trust, we have developed a range of employee benefits. Here are just a few examples ...

- Membership to the Local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.

If you would like further information about the role(s) please contact:

**Graham Booth, Headteacher** [office@highburton.enhanceacad.org.uk](mailto:office@highburton.enhanceacad.org.uk) / 01484506526

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. Online checks will also be completed for shortlisted candidates. The Trust values the diversity of our workforce and welcomes applications from all.

***Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply for this position.***

## Job Title: Class Teachers (KS1)

Salary: MPS/UPS

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents, colleagues and external agencies in the best interests of their pupils.

The teacher will fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and meet the expectations set out in the Teachers' Standards.

### **PURPOSE OF THE ROLE**

To ensure all pupils achieve high standards of learning and well-being.

### **MAIN DUTIES**

#### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### **Health safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

**This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the Academy.**

**Characteristics of the post**

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of Enhance Academy Trust have a responsibility for promoting and safeguarding the welfare of all our pupils.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Evidence of safeguarding check e.g. DBS Disclosure

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure with Barred list**

**The above employment checks are required for those positions which are based in a school and or working in regulated activity:**

# Personal Specification

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE		
	Essential	Desirable
<b>Qualifications/Training</b>		
Graduate with Qualified Teacher Status	Y	
Evidence of continuing professional development	Y	
<b>Knowledge</b>		
Knowledge of current educational practice and issues	Y	
An excellent classroom practitioner	Y	
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy, and ICT	Y	
Knowledge of all phases of primary education		Y
The implications of the Code of Practice for Special Educational Needs for teaching and learning		Y
<b>Experience</b>		
Effective use of ICT to support learning	Y	
Any statutory curriculum requirements and requirements for assessment, recording and reporting of pupils' attainment and progress	Y	
Experience of teaching in the Primary phase	Y	
<b>Competencies and Other Skills</b>		
High level of written, oral and communication skills	Y	
Ability to communicate effectively orally and in writing to a range of audiences	Y	
Able to offer expertise in a specific subject or area		Y
High level of organisational and planning skills	Y	
Evidence of sharing in and contributing to the corporate life of the Academy	Y	
Work effectively as part of a team, relating well to colleagues, pupils and parents	Y	
Ability to demonstrate a commitment to equality of opportunity for all pupils	Y	
Ability to investigate, solve problems and make decisions	Y	
Able to use own initiative and motivate others	Y	
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	Y	
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	Y	
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	Y	
Commitment to an involvement in extra-curricular activities	Y	
Work in ways that promote equality of opportunity, participation, diversity, and responsibility	Y	
A commitment to abide by and promote the Equal Opportunities, Health and Safety and Child Protection Policies	Y	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.

# Highburton C of E First Academy

## Our Vision

At Highburton C.E First Academy, our vision is to cultivate a vibrant learning community where every child is valued and empowered to flourish. We envision a school where kindness, helpfulness, honesty, and gratitude are woven into the fabric of daily life. Our commitment is to nurture independent thinkers who celebrate their uniqueness and embrace the power of collaboration.

**"Every person is a rainbow waiting to shine."**



***"Having wisdom and understanding is better than having silver and gold,"***

**Proverb 16:16**

## Church School Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. Through our values we are also guided by the verse, ***"Having wisdom and understanding is better than having silver and gold,"*** we are committed to providing our students with a rich and meaningful educational experience that goes beyond mere academic achievement. Our goal is to instill in them the values of wisdom, empathy, and integrity, which will serve as the foundation for their personal and academic growth.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

# Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of 13 primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit [www.enhanceacad.org.uk](http://www.enhanceacad.org.uk)





# Privacy Statement – Job Applicant

## PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Highburton C of E First Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

## HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Results of social media checks

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

Enabling us to establish relevant experience and qualifications

Facilitating safe recruitment, as part of our safeguarding obligations towards pupils

Enabling equalities monitoring

Ensuring that appropriate access arrangements can be provided for candidates that require them

## **THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION**

We lawfully process this information to:

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

## **THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION**

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

## **COLLECTING THIS INFORMATION**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **STORING THIS INFORMATION**

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **WHO WE SHARE THIS INFORMATION WITH**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

### **REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **FURTHER INFORMATION**

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – [dpo@wntai.co.uk](mailto:dpo@wntai.co.uk)