



# PARK HILL JUNIOR SCHOOL

RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Park Hill Junior School,  
Stanhope Road,  
Croydon, CR0 5NS

Telephone: 0208 686 8623

Email: [office@parkhilljunior.co.uk](mailto:office@parkhilljunior.co.uk)



Dear candidate

Thank you for your interest in the role of Class Teacher at Park Hill Junior 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.

Park Hill Junior 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, Katie Moores:

[kmoores@parkhilljunior.co.uk](mailto:kmoores@parkhilljunior.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Ann Pratt, Headteacher

## ABOUT OUR SCHOOL

Park Hill Junior School is a vibrant three-form entry school for children aged 7 to 11. With a capacity of 360 pupils, we pride ourselves on providing a nurturing and holistic learning environment.

Our excellent teaching and ambitious curriculum are designed to empower each child with the skills, knowledge, and confidence they need to thrive. We're passionate about creating a curriculum that reflects the rich diversity of our community, inspiring our students to become curious, lifelong learners and responsible citizens.

At Park Hill Junior School, our values are based on our five Learning Behaviours, which encourage children to:

- be Respectful
- be Resilient
- be Resourceful
- be Reflective
- develop positive Relationships



# TERMS AND CONDITIONS

## CONTRACT

Maternity cover

## SALARY

- Salary calculated in line with Main Pay Scale, points M1 £36,413 - M3 £40,322.

## HOURS OF WORK

Full Time, 32.5 hours per week, Monday - Friday. Fixed Term Contract, Sept 2025 - July 2026.

## PLACE OF WORK

Park Hill Junior School, Stanhope Road, Croydon, CR0 5NS.

## 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>	Teacher (MAT Cover)
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	n/a

## ROLE OVERVIEW

We are looking for an enthusiastic teacher to join our committed Junior School. The successful candidate will motivate, challenge, support and inspire our pupils. They must also have relevant experience in a similar role with a proven track record.

## MAIN DUTIES AND RESPONSIBILITIES

- In each case having regard to the curriculum for the school:
- Planning and preparing courses and lessons.
- Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## OTHER ACTIVITIES

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting the parents of pupils.
- Communicating and cooperating with persons or bodies outside the school; and participating in meetings arranged for any of the purposes described above.
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## STAFF DEVELOPMENT

- Participating in arrangements made in accordance with the current Education (School Teacher Appraisal) Regulations for the appraisal of their performance and that of other teachers.
- Participating in arrangements for the appraisal of support staff for which they are responsible.
- Reviewing from time to time their methods of teaching and programmes of work; and participating in arrangements for their further training and professional development as a teacher.

## SUBJECT LEADERSHIP

- Monitoring pupil progress by sampling pupils' work and interviewing pupils in the time framework of the SIP.
- Monitoring subject delivery as per the school improvement procedure.
- Reporting to other teachers and SLT on findings from any monitoring.
- Preparing action plans for meeting the needs of the subject within the framework of the school improvement plan.
- Monitoring planning for the subject each term or as appropriate and feeding back to colleagues using internal systems and processes on what is working well and what requires development.
- Reviewing the curriculum progression of skills for the subject.
- Attending subject leaders' meetings as arranged by the LA and or GLT and maintaining a record of issues and initiatives in the subject google drive.
- Disseminate relevant information to colleagues.
- Supporting colleagues through teaching and team teaching in relationship with Performance Management objectives.
- Advising peers and leaders on resources.
- Audit and record what each year group has for the subject.

## 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.	x	
Willingness to undertake further CPD.	x	
Have experience of working in a busy school with children who have a variety of learning needs and abilities.	x	
Implementing safeguarding procedures in schools.		x
<b>Skills and experience</b>		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and effective	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners	x	
Strong behavior management skills, including the ability to implement school policies consistently.		x
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Able to effectively promote the school's ethos and vision.	x	
Proficiency in using assessment tools and data tracking systems.		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 **Friday 13th 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 **Wednesday 18th 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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Sutton SM1 4AF



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[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



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[www.phjs.co.uk](http://www.phjs.co.uk)