



**WOOD FIELD
PRIMARY
SCHOOL**



Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Wood Field Primary School,
Stanley Park Road, Carshalton,
Surrey, SM5 3HW

Telephone: 020 8619 1120

Email: office@woodfieldprimary.com



Dear candidate

Thank you for your interest in the role of Class Teacher at Wood Field Primary 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.

Wood Field Primary 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@woodfieldprimary.com. 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

At Wood Field Primary we are committed to providing the best possible education for all pupils. We place a child's happiness at the heart of all we do. We believe our children can achieve whatever they dream of by working hard, being resilient and taking risks - our potential is limitless!

Drivers

Our school is driven by providing the following opportunities for our children:

- Fostering high aspirations,
- Becoming resilient learners,
- Promoting independence,
- Widening horizons and
- Developing creative mindsets.

Pupil Qualities

Our children focus on displaying the following pupil qualities in all that they do:

- Ambitious
- Inquisitive
- Respectful
- Kind
- Worldly

Our staff strive to encourage and motivate our children to achieve their potential and fulfil their ambitions every day. We believe that time in school should be rewarding and enjoyable. We pride ourselves on creating an exciting and inspirational knowledge-rich, skills-based curriculum that allows for plenty of opportunities to experience and enjoy the diverse world that we live in. This enables us to meet the needs of the whole child and develop high self-esteem to experience success in both educational and personal growth. Our pupils leave Wood Field as life-long learners who make a positive contribution to society, empowering everyone. They are without doubt ready for the future.



TERMS AND CONDITIONS

CONTRACT

Fixed Term - Maternity Cover (1 Academic Year)

SALARY

- Salary calculated in line with the Main Pay Scale Range M1-M6, Upper Pay Scale Range UPS1 - UPS3.

We are deeply committed to fostering the next generation of educators. We warmly welcome applications from Early Career Teachers (ECTs) and offer a robust, tailored induction program designed to help you flourish during these pivotal first years of your career.

HOURS OF WORK

Full Time - 25 hours per week / Monday-Friday / 52.14 weeks per year

PLACE OF WORK

Wood Field Primary School, Stanley Park Road, Carshalton, Surrey, SM5 3HW.

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

Post:	Class Teacher
Responsible to:	Phase Manager / Headteacher

ROLE OVERVIEW

Class Teacher is responsible for planning and delivering a diverse, high-quality curriculum that inspires curiosity and fosters fundamental academic skills in young learners. Beyond instruction, they cultivate a supportive classroom culture, monitor individual student growth, and maintain strong partnerships with families to ensure each child's holistic development.

MAIN DUTIES

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for children of all abilities.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- Contributing to the happy atmosphere of the school.
- Having a willingness to undergo relevant training, as available.
- Adhering to the school's Safeguarding Policy and procedures.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

PROFESSIONAL DEVELOPMENT

- Engage proactively regular instructional coaching cycles, embracing purposeful feedback and incremental action steps to refine your craft in alignment with our "Always Learning" philosophy.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

ADMINISTRATION

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Recognise and make a positive contribution to the wider life and ethos of the school, taking into account in particular the value of extra-curricular activities on the impact of developing pupils' self-esteem.

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
Qualifications and training		
Qualified Teaching Status.	x	
Experience of teaching pupils in EYFS/KS1/KS2.	x	
Have an up to date knowledge of child protection training and be committed to the safeguarding of children.	x	
Understanding of responsibilities under SEN Code of Practice.	x	
Have a secure knowledge of the National Curriculum / Early Years Foundation Stage.	x	
Have a working knowledge of the principles of Assessment for Learning and be able to use this knowledge in classroom practice.	x	
Consistently demonstrate good to outstanding teaching.	x	
Demonstrate how to use the most appropriate teaching and learning strategies and resources to meet the needs of all pupils.	x	
Experience of using ICT effectively both in curriculum planning and teaching.	x	
Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning.	x	
Able to use a range of strategies to promote good behaviour.	x	
Knowledge and experience of developing a purposeful learning environment.	x	
If teaching early reading, proven track record of phonics teaching.	x	
If teaching early reading, proven track record of phonics teaching.	x	
Personal attributes		
Communicate effectively (both orally and in writing) to a variety of audiences.	x	
Establish good relationships with children, colleagues, parents, governors and the community.	x	
Approachable, empathetic, enthusiastic & resilient.	x	
Organised, resourceful, and have excellent time management skills.	x	
Committed to the values and ethos of our school.	x	

Create a safe, happy, healthy, challenging and effective learning environment.	x	
A willingness to become involved in all aspects of school life.	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 **Monday 18th May 2026**. 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

A date for interviews will be confirmed with successful candidates shortly after the deadline date. 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 from **1st September 2026**.



GREENSHAW LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



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