Holy Trinity Church of England

Class Teacher Application Pack

Letter from our Headteacher

Dear Candidate,

It is a real pleasure to introduce you to Holy Trinity Church of England Academy. We are a strong single academy trust situated in the Wiltshire town of Calne. Holy Trinity is a single form entry school -we have 210 children on roll currently.

Holy Trinity was built in 1866 and celebrated its 150th anniversary in 2016. It is a privilege to lead a school with such a rich history. Staff are very supportive of one another and work hard to maintain our children's superb attitudes to learning. Holy Trinity is a family in which everyone is nurtured.

One of our teachers will be going on maternity leave. We are looking for a teacher to join our staff from Monday 3rd November 2025. Due to the nature of a maternity post, this could start before Monday 3rd November. We have a strong track record in developing teachers at Holy Trinity and look forward to welcoming you to our team.

We are looking for a full-time Key Stage 2 teacher on a maternity contract. As a single academy trust, Holy Trinity is forward-thinking and outward-looking. We are driven to do the very best for the children in our care. We want all of our children to leave Holy Trinity in Year 6 with a strong moral compass, God-given Christian values and a love of learning.

The class teacher role offers a fantastic opportunity for the right candidate to develop their skills and contribute to the full life of the school.

We take staff wellbeing seriously, within the busy life of a primary school. This includes a report writing day for school reports and additional time given to support subject leadership when required. There are many opportunities for continuing professional development.

I warmly welcome you to Holy Trinity and look forward to meeting you. If you are able to, please arrange a visit with our school office or arrange a telephone or Microsoft Teams call with the Headteacher.

I look forward to meeting you.

Graham Shore

Headteacher

Person Specification

Qualifications	Qualified Teacher Status	✓	
	Evidence of continuing professional development	✓	
Knowledge and Understanding	An awareness of how children learn best	✓	
	Enthusiasm to research current educational developments	✓	
	Awareness of the importance of assessment and tracking progress	✓	
	Awareness of the importance of safeguarding	✓	
	Growing knowledge of how to support our most vulnerable learners	✓	
Experience	The aspiration to be a good/outstanding classroom practitioner with high expectations of all learners in their care	✓	
	Knowledge of teaching through the context of Building Learning Power		✓
Skills and abilities	Ability to articulate own vision for high quality education	✓	
	Clear evidence of impact of teaching	✓	
	Excellent oral and written Communication skills	✓	
	Excellent listening skills	✓	
	Strong interpersonal skills	✓	
	A growing understanding of how children learn to read	✓	
	Ability to promote creative teaching and learning	✓	
Personal qualities	A good sense of humour	✓	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	Be creative and imaginative	✓	
	Be flexible and highly motivated	✓	
	Ability to make warm and open relationships with parents and children	✓	
	Ability to ask for help when you need it	✓	

For further information about Holy Trinity, please go to https://www.holytrinitycalne.co.uk/

JOB DESCRIPTION

HOLY TRINITY CHURCH OF ENGLAND ACADEMY	
Job Title: Teacher	**Grade/Salary Range: Main scale or UPS**

JOB PURPOSE

To undertake the professional duties of a teacher as outlined in the national teachers' standards (2012).

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Senior Management Team and ultimately the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

The main duties of a teacher shall include:-

- taking responsibility on a day to day basis for the academic, social, moral and ethical development of a class or classes of children as designated by the Headteacher
- planning and organising work for the class within the school's curriculum guidance and Policy for Teaching and Learning
- using and adhering to the planning format used at the school
- providing a disciplined and structured environment in which a child can develop a sense of independence and self confidence
- creating a stimulating learning environment
- maintaining careful records of the individual child's progress in accordance with school policy (e.g. regularly marking books, participating in moderation, target setting, writing My Support Plans, report writing).
- working with colleagues as part of a team
- attending staff meetings.
- taking part in after school parent-teacher meetings/functions
- participating in duty rosters for playground duty and leading assemblies.
- participating in arrangements made for the appraisal of his/her performance and that of other teachers
- performing from time to time any duties that may reasonably be assigned to him/her by the Headteacher
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Adhere to all agreed school policies and practice in particular, the context of this post:
    - Taking necessary steps to maintain a productive working relationship with any teaching assistants, including allocating adequate time for communication and shared planning.

Roles and Responsibilities

The role of Key Stage Two Class Teacher at Holy Trinity is an exciting opportunity. The successful applicant will have designated PPA time. Flexibility and time management are important attributes.

The salary for the post will be MPS 1 – MPS 6.

Recruitment

Visits to Holy Trinity are essential for you to see if we are the right school for you. Please contact the school office (01249 812424) to arrange a visit with our headteacher.

In addition, a phone call or remote meeting via Microsoft Teams can be organised if this fits better with everyone's busy schedules.

Application

Candidates must complete the application form.

Closing date

Wednesday 16th July 2025

Interviews

Monday 21st July 2025

Commencement date

Monday 3rd November 2025