

# CROWN WOOD SCHOOL

RECRUITMENT PACK



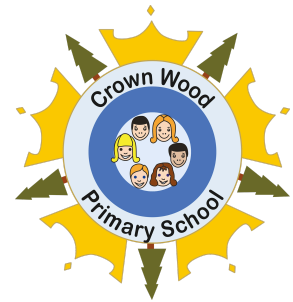
Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Crown Wood Primary School,  
Opladen Way,  
Bracknell RG12 0PE

Telephone: 01344 485448;

Email: [secretary@crownwoodprimary.co.uk](mailto:secretary@crownwoodprimary.co.uk)



Dear candidate,

Thank you for your interest in the role of Class Teacher covering maternity leave at Crown Wood Primary School, we are looking for a flexible, resilient and resourceful individual who is ambitious and aspirational for themselves and the children in our school.

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 job's portal.

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



Yours sincerely

Kathryn Ralley, Headteacher

## ABOUT OUR SCHOOL

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything we do. These are: Determination – Responsibility – Everyone Together – Aspiration & Achievement – Mutual Respect. Our aim is to provide our children with the tools they need to be independent, confident young people, ready to embrace the next stage of their learning and become happy, effective members of society.

### Ambition

We are committed to ensuring children not only have a solid grounding in Literacy and Numeracy, but also the skills, values and attitudes they need to be successful in their next stage of education and beyond. These include being aspirational, resilience, an ability to work collaboratively, curiosity and having a 'go for it' attitude.

### Excellence

We aim to provide a safe and stimulating learning environment that encourages pupils to grow and develop in an atmosphere of mutual respect. We have high expectations in all areas, especially behaviour and attainment. We strongly believe being prepared to learn from mistakes, effort, practice and acting on feedback leads to success and not innate talent or ability

### Pride

At Crown Wood, we know children are unique; with their own strengths and interests. We offer many opportunities for children to discover and develop their personal, social, moral and spiritual identities.

### Our Vision

**Dare to DREAM**

**D**etermination – **R**esponsibility – **E**veryone Together  
**A**spiration & **A**chievement – **M**utual Respect

# TERMS AND CONDITIONS

## CONTRACT

Fixed Term - covering maternity leave - 1<sup>st</sup> September 2026 to 31<sup>st</sup> August 2027.

## SALARY

Salary calculated in line with Teacher pay scale, MPS/UPS.

## HOURS OF WORK

32.5 hours per week.

## PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

## 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 the 'Working Time Provisions of the School Teacher 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>	Class Teacher
<b>Responsible to:</b>	Headteacher

## ROLE OVERVIEW

Crown Wood Primary school is looking for a talented teacher with proven exceptional practice to work in our school team. You will be able to plan and teach exciting lessons to captivate our children and promote good learning. This post would suit an enthusiastic, self-motivated individual with a positive, 'can-do' attitude.

## MAIN DUTIES AND RESPONSIBILITIES

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- 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
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

## TEACHING, LEARNING AND STUDENT PROGRESS

- Deliver the early years curriculum as relevant to the age and ability groups that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Have a clear understanding of the needs of all pupils and be able to use and evaluate distinctive teaching approaches to engage and support them.

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, levels of attainment and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback through quality interactions and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their learning.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

## **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 and procedures.

## **TEAM WORKING AND COLLABORATION**

- Participate in any relevant meetings and professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

- Contribute to the selection of and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part, as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

## **FULFIL 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.
- Make a positive contribution to the wider life and ethos of the school.
- 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.

## **PROFESSIONAL DEVELOPMENT**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on children's 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.

## **OTHER**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Perform any reasonable duties as requested by the Headteacher.

- Be prepared to carry out the duties of a class teacher across schools within the Multi Academy Trust upon the direction of the Headteacher.

## **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 (QTS) through any route.	X	
Teaching experience (including during ECT placements) in EYFS, KS1 or KS2.	X	
Specialism in EYFS, Maths, English/Phonics.		X
Commitment to continuing professional development.		X
Subject leader in core or foundation subject.		X
Teaching experience in other phases or working with children in other settings or contexts.		X
<b>Skills and experience</b>		
Effective teaching and learning styles, including Assessment for Learning (AFL)	X	
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	X	
National Curriculum requirements at the appropriate Key stage.	X	
The monitoring, assessment, recording and reporting of pupils' progress.	X	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection.	X	
The positive links necessary within school and with all its stakeholders.	X	
Effective Behaviour Management.	X	
The planning and teaching of guided and individualised reading.		X
The preparation and administration of statutory National Curriculum tests (KS1 and / or KS2)		X
<b>Personal attributes</b>		
Establish good relationships with children, colleagues, parents, governors and the community.	X	
Communicate effectively (both orally and in writing) to a variety of audiences.	X	
Create a safe, happy, healthy, challenging and effective learning environment.	X	
Flexible, adaptable and resilient.	X	

<b>Personal attributes - Continued</b>		
Organised, resourceful, and have excellent time management skills.	X	
Approachable, empathetic, enthusiastic.	X	
The ability to make learning fun	X	
Committed to the values and ethos of our school.	X	
Committed to the safeguarding of children	X	
Specific musical, artistic, sporting or other skills that they may be willing to share with the children.		X
Experience of directing and managing a teaching assistant or adult volunteer.		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 Thursday 18<sup>th</sup> June 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

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.

Interview dates will be arranged ASAP; candidates will be reviewed upon receipt of application and will be interviewed at the earliest possible date.

## TAKING UP POST

The successful applicant will take up the post on Tuesday 1<sup>st</sup> September 2026 – 31<sup>st</sup> August 2027.



**GREENSHAW  
LEARNING TRUST**



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