



**Hucklow Primary School  
Applicant Information Pack  
Maternity Cover  
Class Teacher**



### From the CEO

Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us, please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

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## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
  - Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
  - Educational visits and visitors, enrich children's education experience on a regular basis.
  - Our learning environments will enhance the learning and curriculum opportunities we provide.
  - Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
  - Community involvement is part of the life of our schools and the children impact on the life of the community.
  - Equal opportunities through the curriculum, inspire all children to succeed.
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### High Quality Provision

- High quality teaching and learning in all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

### A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

### We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
  - We offer our communities opportunities to take on leading roles within our schools.
  - We will support and champion family learning and learning together.
  - We value every member of staff and will develop them through high quality training and an investment in their professional development.
  - Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
  - We become an organisation of evidence-driven experts.
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## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

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From the Headteacher

Dear Applicant,

As Headteacher, I am delighted to enclose further details for the position of Class Teacher at Hucklow Primary School. This vacancy represents a unique opportunity to join a highly ambitious and motivated professional team, who are changing the lives of children in the community we serve.

Hucklow is a place where care, humour and integrity are felt as soon as you enter the building. We are a strong team, who continually support and encourage each other to achieve our full potential. We value our staff, families and community and go over and above to maintain effective relationships.

Our core values are: aim high, respect, teamwork, care, independence and self-belief

These are the foundations of our culture and ethos, these values enable our amazing children to thrive. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become well rounded citizens.

Working in our academy is demanding yet rewarding. We are a dynamic team who are passionate about providing the best opportunities for our staff and families. Collaborative working and sharing best practice is of utmost importance to us.

Should you wish to join us then please ensure that the appropriate application form is fully completed. A CV is not required. Supporting statements should be no longer than two sides of standard font.

We look forward to hearing from you.

Laura Duckworth  
Headteacher

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## Hucklow Primary School

### Class Teacher

#### Temporary Post (Maternity Leave Cover)

**Start Date:** November 2026

**Hours/weeks:** 26 hours per week, 52 weeks per year

**Pay Scale:** M1 – M6

**Salary:** £34,069 - £46,940

Cascade Multi Academy Trust is seeking to appoint a Class Teacher. The successful applicant will initially be employed at Hucklow Primary.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

At Hucklow, we strongly believe in the importance of positive and respectful relationships amongst all members of the school community. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Hucklow Primary. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become the best that they can be.

The successful candidate will be responsible for:

- Planning and delivering engaging, age-appropriate learning activities aligned with the Early Years Foundation Stage (EYFS) framework.
  - Observing, assessing, and recording children's development to inform planning and report progress to parents and carers.
  - Creating a safe, inclusive, and stimulating environment that supports emotional, social, and physical development.
  - Promoting positive behaviour and relationships, fostering independence and social skills among children.
  - Collaborating with parents, colleagues, and external professionals to support each child's learning and wellbeing.
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For all your hard work, we provide:

- A successful and visionary team to support you
  - A supportive and committed staff team
  - We cover cost of your enhanced disclosure check
  - Employee Assistance Programme
  - Commitment to your ongoing training and career progression
  - Pension Scheme
  - Employee benefits including Westfield Health and Cycle to Work
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**Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.**

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form and provide any information that would make them unsuitable to work with children prior to interview. Any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

**How to apply:**

If you wish to discuss this role or arrange a visit to the school, please contact **Luisa Martinez-Moore** via email at [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

You can download the word version of the application form from Cascade's website – [Recruitment | Cascade MAT](#)

**Please do not use Sheffield City Council application form**

Your completed application should be emailed to [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

**Closing Date: Tuesday 29<sup>th</sup> September – 23:59pm**

**Interview Date: Wednesday 7<sup>th</sup> October**



### Job Description

Cascade Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

|                        |                                                                                                                                                                                                                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SCHOOL</b>          | Hucklow Primary School                                                                                                                                                                                                                                                                                                          |
| <b>POST TITLE</b>      | CLASS TEACHER                                                                                                                                                                                                                                                                                                                   |
| <b>GRADE</b>           | MAIN PAY SCALE                                                                                                                                                                                                                                                                                                                  |
| <b>RESPONSIBLE TO</b>  | HEADTEACHER/HEAD OF SCHOOL/DEPUTY HEADTEACHER                                                                                                                                                                                                                                                                                   |
| <b>RESPONSIBLE FOR</b> | N/A                                                                                                                                                                                                                                                                                                                             |
| <b>PURPOSE OF JOB</b>  | <ul style="list-style-type: none"> <li>○ TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL AND ADMINISTRATIVE DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE TRUST'S ETHOS, AIMS AND POLICIES</li> <li>○ TO UNDERTAKE TASKS RELATED TO THE DEVELOPMENT OF A CURRICULUM AREA</li> </ul> |

#### JOB DESCRIPTION FOR POST OF:- CLASS TEACHER

#### SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

## **Employment Duties**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

### **GENERAL RESPONSIBILITIES**

- To pursue the aims of the school/Trust in a positive manner and promote the agreed ethos.
- To work co-operatively within a whole school team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community.
- Participate in the school's performance management process

### **Particular Responsibilities**

- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school

### **Key Tasks**

#### **Class Teacher Tasks:**

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team and experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently

- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class
- To contribute to the provision of a safe and secure learning environment

**Footnotes:**

- I. The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Leadership team.
- II. This job description may be reviewed at anytime via consultation between the Governing Body and/or Senior Leadership Team representatives and the postholder as may be necessary and appropriate to the needs of the school. Trade Union representation will be welcomed in any such consultations.

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

Issue Date: October 2021

## Person Specification

| <b>Main Scale Teacher</b>                                                                                                                                                                                                            |                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification |                                                                                                                                              |
| <b>Professional experience</b>                                                                                                                                                                                                       |                                                                                                                                              |
| <b>Candidates should have:</b>                                                                                                                                                                                                       |                                                                                                                                              |
| 1                                                                                                                                                                                                                                    | Qualified Teacher Status                                                                                                                     |
| 2                                                                                                                                                                                                                                    | Evidence of participation in professional development or study                                                                               |
| 3                                                                                                                                                                                                                                    | Successful teaching experience or evidence of successful completion of initial teacher training                                              |
| 4                                                                                                                                                                                                                                    | Working in a socially and culturally diverse school community                                                                                |
| 5                                                                                                                                                                                                                                    | Knowledge of the National Curriculum requirements                                                                                            |
| 6                                                                                                                                                                                                                                    | Understands and is familiar with teaching and learning strategies                                                                            |
| <b>Ability to work within a professional team and to develop and promote the school/Trust's ethos and values within the Primary Phase</b>                                                                                            |                                                                                                                                              |
| 1                                                                                                                                                                                                                                    | Teaching to a high standard                                                                                                                  |
| 2                                                                                                                                                                                                                                    | Relates to and motivates pupils                                                                                                              |
| 3                                                                                                                                                                                                                                    | Works well within and contributes to team development                                                                                        |
| 4                                                                                                                                                                                                                                    | Understands and values the processes of planning, monitoring and evaluation as an aide to raising standards                                  |
| 5                                                                                                                                                                                                                                    | Good classroom management                                                                                                                    |
| 6                                                                                                                                                                                                                                    | Evidence of a commitment to an equal opportunities policy                                                                                    |
| <b>Ability to Communicate clearly</b>                                                                                                                                                                                                |                                                                                                                                              |
| 1                                                                                                                                                                                                                                    | Good written and oral communication skills                                                                                                   |
| 2                                                                                                                                                                                                                                    | Good presentational and ICT skills                                                                                                           |
| 3                                                                                                                                                                                                                                    | Clear and effective in meetings and in one-to-one discussions                                                                                |
| 4                                                                                                                                                                                                                                    | Skilled in conflict resolution                                                                                                               |
| <b>Ability to lead</b>                                                                                                                                                                                                               |                                                                                                                                              |
| 1                                                                                                                                                                                                                                    | Clear vision for the future of education and able to think strategically, to identify opportunities for future developments and improvements |
| 2                                                                                                                                                                                                                                    | Identify a need for and understand a clear process for the implementation of change and improvement                                          |
| 3                                                                                                                                                                                                                                    | Respond effectively and efficiently to daily challenges                                                                                      |
| 4                                                                                                                                                                                                                                    | To make decisions on the basis of sound judgement                                                                                            |
| 5                                                                                                                                                                                                                                    | Identify potential for individual development                                                                                                |

|                                |                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 6                              | Have strategies to monitor and evaluate developments                                                                              |
| 7                              | Have mentoring, motivational and coaching skills                                                                                  |
| 8                              | Be a professional role model                                                                                                      |
| <b>Personal Qualities</b>      |                                                                                                                                   |
| 1                              | Be enthusiastic and determined                                                                                                    |
| 2                              | Able to work under pressure and recognise and manage stress                                                                       |
| 3                              | Have flexibility, sensitivity and tact                                                                                            |
| 4                              | Commitment to ongoing and professional development                                                                                |
| <b>Safeguarding</b>            |                                                                                                                                   |
| <b>Candidates should have:</b> |                                                                                                                                   |
| 1                              | Good understanding and effective implementation of safeguarding procedures and promoting the welfare of children and young people |

**The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).**

These notes are intended to guide you when making an application.

## Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

## Education and Training

State your qualifications and any training you have undertaken relevant to the post.

## Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

## Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

## The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an Interview and Task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

### Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

### Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@hucklowprimary.co.uk

### Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

### Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>