



Recruitment Pack

Class Teacher

Closing Date — 1:00pm Friday 15th May 2026



Class Teacher

Start Date: 1st September 2026 – Fixed term for one year

Interviews: Thursday 21st May

Salary: MPS

We are actively accepting applications from Early Career Teachers. We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos.

We are welcoming candidates to visit our school at set times during the week commencing 11th May. Please contact the school office to arrange a visit. Visits are available on the following dates:

- Thursday 14th May – 1:30pm
- Thursday 14th May – 4:00pm
- Friday 15th May – 9:30am

We are looking for someone who is:

- an excellent class teacher with high expectations of all pupils
- a team player, who works well with others
- nurturing and caring
- committed to raising standards
- hard working and enthusiastic

Why join Enhance Academy Trust?

As a Trust, we have developed a range of employee benefits. Here are just a few examples ...

- Membership to the Local Government Pension Scheme
- Physical and mental health support from a team of experienced nurses, counsellors, therapists, physiotherapists, consultants plus NHS GPs and private medical services.
- GP consultations with experienced NHS doctors are available for our employees and members of their household, 24 hours a day, 365 days a year and prescriptions (which have to be paid for) can be delivered to local chemists.
- Free annual flu jab
- Trained Mental Health First Aiders in all our settings
- A paid annual Wellbeing Day – a time for you to use the day for an activity which promotes your own individual health and wellbeing.
- Wherever possible, PPA at home for teachers.

If you are seeking a fresh challenge, enjoy variety in your role and are looking for an opportunity to make a difference, we would welcome your application.

If you would like further information about the role(s) please contact:

Joe Mitchell, Headteacher office@overthorpe.enhanceacad.org.uk / 01924 325300.

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. Online checks will also be completed for shortlisted candidates. The Trust values the diversity of our workforce and welcomes applications from all.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply for this position.



Job Title: Class Teacher

Salary: MPS

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships and work with parents, colleagues and external agencies in the best interests of their pupils.

The teacher will fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document and meet the expectations set out in the Teachers' Standards.

PURPOSE OF THE ROLE

To ensure all pupils achieve high standards of learning and well-being.

MAIN DUTIES

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessments
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the Academy.

Characteristics of the post

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of Enhance Academy Trust have a responsibility for promoting and safeguarding the welfare of all our pupils.

The following employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Evidence of safeguarding check e.g. DBS Disclosure

The following employment checks are required for those positions which are based in a school and or working in regulated activity:



Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure with Barred list

Personal Specification

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE



Knowledge, experience and skills	Essential (E) Desirable (D)	How identified
Experience		
Recent experience of teaching in Key Stage 2	E	APP/SP/Ref
Recent experience of teaching in Upper Key Stage 2	D	APP/SP/Ref
Ability to and evidence of raising attainment of all pupils	E	APP/SP/Ref
Ability to reflect on practice and improve teaching methods to increase pupils' achievements	E	APP/SP/Ref
Ability to continually improve teaching and learning through schemes of work, assessment and extra-curricular activities etc.	E	APP/SP/Ref
Knowledge		
Up to date secure knowledge of all primary curriculum areas	E	APP/SP
Clear understanding of the teaching of reading and writing, including the KS2 grammar rules and of year expectations	E	APP/SP
Knowledge and understanding of approaches to teaching writing.	D	APP/SP
Clear understanding of the teaching of mathematics and end of year expectations.	E	APP/SP
Ability to use strategies needed to establish consistently high aspirations and standards of results and behaviours	E	APP/SP
Skills		
Able to play a full and active role in a team	E	APP/SP/Ref
Clear understanding of expectations, accountabilities and consistency	E	APP/SP
Aligned with the Trust values	E	APP/SP
Motivated to continually improve standards and achieve excellence	E	APP/SP/Ref
Commitment to safeguarding and welfare of all pupils	E	APP/SP/Ref
Excellent classroom practitioner	E	APP/SP/Ref
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward	E	APP/SP/Ref
Excellent communication, planning and organisational skills	E	APP/SP/Ref
Fulfil wider professional responsibilities		
Understand when and how to seek advice and support	E	APP/SP
Able to develop and maintain good relationships with staff, parents, pupils, governors and the wider community	E	APP/SP/Ref
Committed to own professional development	E	APP/SP
Able to reflect on own practice and identify areas for improvement	E	APP/SP/Ref
Qualifications and training		
QTS (Primary) or other educational qualification	E	APP/SP
Qualified to degree level or above	E	APP/SP
Evidence of further professional development	D	APP/SP
Personal qualities and attributes		
Moral purpose (equality, children and adults treated with respect)	E	SP/Ref
Personal qualities and attributes cont.		
Integrity	E	SP/Ref
Self-motivated and able to motivate others	E	SP/Ref
Enjoys challenge	E	SP/Ref
Works to deadlines	E	SP/Ref

Enthusiastic and optimistic	E	SP/Ref
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.





Overthorpe C of E Academy

As a school, we aim to ignite a spark for learning in all young minds, that inspires and creates independence for life, within an environment that is safe, stable and caring for all. Our staff, governors, parents and pupils are determined to provide the very best for our children so that they learn in school and for life.

We have a fantastic group of young people and amazing staff. The staff ensure that the children always have the very best experiences in school, provide a wonderful, enriching curriculum that enables *all* of our children to enjoy themselves and achieve great things!

We ensure that our curriculum stimulates and excites our children to have a real purpose for learning, whilst ensuring all children fulfil their potential through a broad and balanced curriculum.

Our school vision reflects what we want for our Overthorpe family:

'Overthorpe is more than a school-
We are the heart of our community,
In our family, we nurture the courage,
And skills to fly higher than the flock,
Whilst always providing a nest,
To come home to.'

Our school's Christian values are Trust, Friendship, Endurance, Hope and Forgiveness; we aim to instil these in everything that we do in school and believe that these represent our fantastic pupils, Christian beliefs and the local community. We believe in all our children and we are committed to ensuring that our children are always ready for the next step of their development.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which offers free tea and coffee at break times.

Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of 13 primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Privacy Statement – Job Applicant

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Overthorpe CofE Academy are the ‘data controller’ for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for “specified, explicit and legitimate purposes”. Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Results of social media checks

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

Enabling us to establish relevant experience and qualifications

Facilitating safe recruitment, as part of our safeguarding obligations towards pupils

Enabling equalities monitoring

Ensuring that appropriate access arrangements can be provided for candidates that require them



THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.



WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk