



St. Mary's C of E Primary Academy
COLLABORATIVE LEARNING TRUST



TEACHER

INFORMATION FOR APPLICANTS

2 Roles Available

MPS/UPS

0.4 FTE (2 Days Per Week)

Full Time 1.0FTE

Fixed Term Until 31st August 2027

Required September 2026



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success

TEACHER

Location: St Mary's C of E Primary Academy School

0.4 FTE (2 Days Per Week - preference for Thursday and Friday, but applications with other availability are welcomed.)

Contract: OR

Full Time

Fixed Term Until 31st August 2027

Closing Date: Friday 19th June 2026

Selection Day: Friday 26th June 2026

TEACHER

Thank you for your enquiry regarding this post.

Please look on the school's website [here](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the Head of School
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 271 7204

The closing date for applications is **Friday 19th June 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place on **Friday 26th June 2026**.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. On the selection day you will be required to teach a short lesson to a class and there will be a formal interview with school leaders.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

We are wishing to appoint two enthusiastic, committed and highly motivated Primary teachers. We are particularly interested in applications from candidates who have experience of working in Early Years.

One of the positions available is a part -time position for 2 days per week (0.4FTE), ideally Thursday and Friday, but interested candidates are welcome to state which days they are available. We are also currently recruiting for a full time (1.0FTE) teacher. Please state in your application which role(s) you would like to be considered for. We also welcome applications for other part-time arrangements – please state this in your application.

Fixed term up to 31st August 2027.

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley
9. The Whartons Primary School, Otley

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'

INFORMATION FROM JESSICA CRISP: HEAD OF SCHOOL, ST MARY'S C of E PRIMARY ACADEMY

Dear Prospective Applicant,

Welcome, and thank you for your interest in joining St Mary's C of E Primary Academy as a Teacher. St Mary's is situated in Hunslet which is just south of the city centre.

We are looking for two enthusiastic, committed and highly motivated class teachers to join our staff team.

Central to our school ethos is our Christian vision which brings light and hope to our children, their families and our staff team. Our vision is simple – **to let your light shine** (Matthew 5:16); both pupils and adults. At the heart of St Mary's is a deep commitment to relationships and belonging. We believe in a culture where every member of our community – children, staff and families – feels seen, supported and valued. We warmly welcome applicants from all backgrounds, cultures, faiths and experiences.

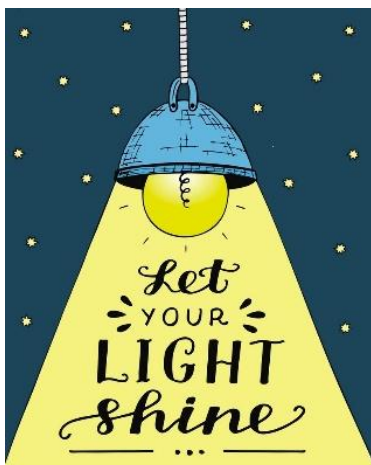
I would encourage you to look at our school website to find out more information about St Mary's and if possible, to visit our wonderful school for yourself!

I look forward to receiving your application,

Yours sincerely,

Jessica Crisp

Head of School



COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

JOB DESCRIPTION: TEACHER

Name:	
Job Title:	Teacher
Salary Grade:	MPS/UPS
Contract Type:	0.4FTE – 2 Days per Week or Full Time Fixed Term until 31st August 2027
Responsible to:	Head of School

PURPOSE OF ROLE

As with all Job Descriptions, the role is discussed between the post-holder and the Head of School, to whom all teachers are directly responsible. The job description does not remove the teacher's obligation to undertake his or her professional duties under the reasonable direction of the Head of School; rather it indicates how these duties are expected to apply to the teacher's work in the school.

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document and to meet the Professional Standards for Teachers. Specific duties of a teacher at St Mary's C of E Primary Academy are detailed below.

MAIN DUTIES

- To promote the whole school vision and values and to positively promote and contribute to the team ethos of the school.
- To set high expectations of the children in work, attitude, behaviour and learning behaviours.
- To establish and maintain a good standard of discipline through well-focused teaching and positive relationships.
- To manage behaviour inline with the school's policy and to ensure the Behaviour Curriculum is explicitly taught, modelled and rehearsed.
- To promote good progress and outcomes by planning teaching to build on pupils' capabilities and prior knowledge, by guiding pupils to reflect on and improve their learning and by being accountable for attainment, progress and outcomes.
- To demonstrate good subject and curriculum knowledge.
- To plan and teach well sequenced and structured lessons that make effective use of assessment for learning strategies and that make the best use of teaching time.
- To use a range of teaching strategies to motivate and challenge all learners whilst keeping pupils engaged and stimulating their intellectual curiosity.

- To be agile and adaptive in your teaching approach, responding effectively to the strengths and needs of the children in the class, identifying children who need additional support or challenge and making effective use of resources (including additional adults).
- To provide pupils with timely feedback that moves learning forward.
- To take an active part in all meetings, supporting the school to continue to improve and demonstrating a commitment to collaboration and working co-operatively.
- To ensure any cause for concern regarding the welfare and/or safeguarding of children is reported quickly following the correct procedure.
- To continue to develop both personally and professionally, keeping up to date with research and developments in pedagogy and the curriculum and being committed to improving your own practice through appropriate professional development.
- To communicate promptly and appropriately with parents and carers, conveying timely and relevant information about attainment, progress and wellbeing.
- To undertake any other reasonable duties as commensurate with the post as determined by the Head of School.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date

PERSON SPECIFICATION– TEACHER

Title of Post	Teacher		
Specification Prepared By	HR Assistant		
Date	May 2026		
Qualifications		Essential/ Desirable (E/D)	How identified
1.	Qualified Teacher Status, or moving towards	D	Application and Selection process
2.	Evidence of continuing and recent professional development relevant to the post	E	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Successful teaching and ITT record or successful and productive teaching practice	D	Application and Selection process
2.	Experience of teaching across the primary age range	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Understanding of equality of opportunity issues and how they can be effectively addressed in schools	E	Application and Selection process
2.	Knowledge and understanding of current theory and best practice in learning and teaching, particularly relating to high achievement and attainment	E	
3.	Understanding a diverse range of teaching and learning styles and techniques	E	
4.	Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards	E	

5.	Good understanding of effective procedures for managing and promoting positive behaviour among students	E	
6.	Clear understanding of data analysis and the important impact this can have on achievement and attainment	E	
7.	Good understanding of the role of parents/carers and the community in school improvement and how this can be practised and developed	E	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to effectively teach primary school children	E	Application and Selection process
2.	Ability to promote the school's aims positively	E	
3.	Ability to develop and sustain good working relationships with colleagues, making an effective contribution to high morale	E	
4.	Ability to establish and develop close working relationships with parents, governors and the community	E	
5.	Ability to communicate effectively (both orally and in writing) to a variety of audiences	E	
6.	Ability to create a happy, challenging and effective learning environment	E	
7.	Ability and keenness to promote the school's positive culture and ethos	E	
8.	Good organisational skills	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	

4.	Adaptability to changing circumstances and new ideas	E		
5.	A sense of humour and perspective	E		
6.	Excellent interpersonal skills, approachable to all members of the Trust	E		
7.	An appetite and stamina for challenging work	E		
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E		
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E		
10.	Commitment to support the school's ethos, vision and values as a Church school	E		
Equal Opportunities		Essential/ Desirable (E/D)		How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E		Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E		
Safeguarding		Essential/ Desirable (E/D)	How identified	
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check	
2.	Has appropriate motivation to work with children and young people and can relate to them	E		
3.	Displays commitment to the protection and safeguarding of children and young people	E		
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E		

Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



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