



Class Teacher with TLR for Phase Leadership and Mathematics Application Pack

Together We Succeed



Contents

TLR for Mathematics and Phase Leadership

Application Pack

- 1. About Perry Hall Multi-Academy Trust**
- 2. About Tillington Manor Primary School**
- 3. PHMAT Training and Development**
- 4. Job Description/Personal Specification**
- 5. Post Information**
- 6. Recruitment Privacy Notice**
- 7. Contact Details**

About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering School to School support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry Multi-Academy Trust (PHMAT). Since then, a number of schools from multiple authorities have been welcomed into the Trust.

The management of the PHMAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

About Tillington Manor Primary School

Working TOGETHER to achieve the best!

Our motto is 'Working Together to Achieve the Best' and that is what Tillington are all about - working as a team in partnership with parents to achieve the very best for each and every one of our pupils.

We aim to make learning enjoyable, allowing every individual to achieve their best and to nurture their talents, as well as giving them safety, security and the skills they will need to ready for future life. We believe that all of our children have the potential to succeed and provide a warm, rich environment in which to do so.

Our **Mission** is to work together to support children in a happy and caring environment, enabling them to become successful learners and achieve their full potential.

Our **Vision** is to prepare our children for the rapidly changing world in a stimulating environment where all achievements are celebrated. We are an inclusive school that endeavours to be at the very core of our local community. We work exceptionally hard to instil a sense of pride in our school and promote high standards in all that we do.

We believe in providing children with opportunities and experiences that remain with them for a lifetime to enhance their education



PHMAT Training and Development

We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our Trust deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

PHMAT is proud to have a team of specialist leaders of education and expert practitioners who provide a high standard of support and training to both PHMAT schools and those outside of the Trust. The team has a shared goal – to improve the learning experience of all pupils in the Trust and provides a great number of CPD opportunities for staff across our Trust.

Together We Succeed



Job Description

Duties and Responsibilities

Responsible to the Head

The following job description outlines the duties and responsibilities of class teachers.

Planning

- Teachers are to plan their teaching to achieve progression in pupils' learning through:
- Identifying clear objectives and content, appropriate to the subject matter and the pupils being taught, taking account of school policies, schemes of work, National documents.

Together We Succeed

- Setting tasks for whole class, individual and groups work, including homework, which challenge pupils and ensure high levels of pupil interest.
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils are aware of the substance and purpose of what they are asked to do.
- Identifying pupils who have special educational needs, including specific learning difficulties.

Success Criteria:

Planning ready and completed for teaching in line with school policy.

Planning meets expectations for:

- Clear objectives
- Adapted teaching
- Variety of teaching and learning styles used (VAK)
- Assessment for learning informed future planning and is documented in line with school policy.

Evaluation:

- The leadership team will carry out planning trawls several times each half term.
- The leadership team will carry out learning walks on a regular basis.

Teaching and Class Management

- Monitor and intervene when teaching to ensure sound learning and discipline.
- Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well focused teaching and through positive and productive relationships.
- Establish a safe environment which supports learning and in which pupils feel secure and confident.
- Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through implementation of the schools teaching and learning policy.

Success Criteria

All classrooms to be organised in accordance with teaching and learning policy.

All lessons follow structure of:

- whole class introduction sharing learning objective / success criteria
- stimulating, engaging learning tasks
- plenary.

Children's achievement will at least be in line with national expectations.

Evidence of provision for all pupils.

Evaluation

Lessons observed are good or better through minimum of three and maximum of six lesson observations each year.

Monitoring, assessment, recording, reporting and accountability

- To assess how well learning objectives have been achieved and use this assessment to improve specific areas of teaching.
- Mark and monitor children's class work and homework providing constructive written and oral feedback and setting targets for pupils' progress.
- Assess and record children's progress, through focused observation, questioning, feedback and testing.
- To use this information to effectively plan for the individual needs of the pupils.

Success Criteria

Use of curricular targets, planning, strategies for day-to-day assessment and feedback on learning meets school guidelines.

Evaluation

The leadership team, through the monitoring of planning, book looks, learning walks and assessment data will ensure that the individual needs of the pupils are met.

Other Professional Requirements

- Establish effective, professional working relationships with all staff.
- Set a good example to pupils, through presentation and personal and professional conduct.
- Understand their professional responsibilities in relation to all school policies and practices.
- Recognise that learning takes place in and out of the school context and understand the need to work effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare.
- Recognise the role and purpose of the school's governing body.

Performance Management including staff appraisal

To take part in the school's performance management cycle that has been approved by all staff and all governors.

Curriculum Responsibility

- All fully qualified teachers will have a curriculum area responsibility to lead. This will be designated after discussion with the Head (refer to the subject leader's job description).

General Conditions

- It is the intention that the above responsibilities are in accordance with the requirements of the Teacher's Pay and Conditions Document, and subsequent orders in terms of duties and working times, also any local agreements.
- This job description is subject to annual review. It may be amended only after full consultation with the class teacher concerned and it will be signed if agreement is reached.
- If following review and amendment, agreement is not reached, the appropriate procedures should be used to settle disputes.

Safeguarding

Everyone who works within the Trust schools has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures re: Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses required.
- To ensure that Level 1 safeguarding training is completed.
- To report all causes for concern to the Designated Safeguarding Lead (DSL).
- To ensure the safety of all children in the school learning environment both indoor and outdoor.
- To carry out appropriate risk assessments prior to activities.

Subject Specification

Curriculum Area: Phase leadership and Mathematics

Within the context of the school's aims and policies, phase leadership and Mathematics Co-ordinator will develop and implement phase leadership and English policies, plans, targets and practices.

Strategic Direction and Development of the School

- To develop and implement policies and practices which reflect the school's commitment to high achievement, effective teaching and learning.
- To create a climate which enables other staff to develop and maintain positive attitudes towards your identified subject area and confidence in teaching it
- To establish with the involvement of relevant staff long term plans for the development and resourcing for your subject, which:
 - Contribute to whole school aims, policies and practices.

Together We Succeed

- Identify realistic and challenging targets for improvement in your subject area, which are understood by all those involved in putting the plans into practice.
- Ensure everyone is clear about action to be taken, timescales and criteria for success.
- To monitor the progress made in achieving subject plans and targets and use this analysis to guide further improvement.
- To use data effectively to identify pupils who are under-achieving in the subject and, where necessary, create and implement effective plans of action to support those pupils.
- To analyse and interpret relevant national, local and school data, plus inspection evidence, to inform policies, practices, expectations, targets and teaching methods.

Teaching and Learning

The co-ordinator will secure and sustain effective teaching and evaluate standards of pupil achievement in your subject area.

- To ensure curriculum coverage, continuity and progression, for all pupils.
- To ensure that teachers are clear about the teaching objectives in lessons and understand the sequence of teaching and learning,
- To ensure effective development of pupils' literacy, numeracy and information technology skills through your subject area,
- To evaluate the teaching and use this analysis to identify effective practice and areas for improvement.
- To establish and implement clear policies and practices for assessing recording and reporting on pupil achievement and for using this information to recognise achievement.
- To ensure that information about pupils' achievements in previous classes is used effectively to secure good progress in your subject area
- To set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement and evaluate progress and achievement in your subject area.

Leading and Managing Staff

Co-ordinator will provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

- To establish clear expectations and constructive working relationships among staff, through team working relationships and mutual support, evaluating practice and developing an acceptance of accountability.
- To sustain their own motivation and, where possible, that of other staff.
- To lead professional development through example and support, and to co-ordinate the provision of professional development.

- To ensure that the Head, SLT and Governors are well informed about policies, plans and priorities
- To coach and mentor colleagues in developing their skills
- Ensure appraisal is carried out for the staff in your phase

Efficient and Effective Deployment of Staff and Resources

Co-ordinator with the Head to identify appropriate resources and ensure that they are used efficiently, effectively and safely.

- To establish resource needs for your subject area and advise the head of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school plans and your individual subject action plan.
- To ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school.

Personal Specification

PERSON SPECIFICATION FOR MATHS LEAD

Essential	Desirable	Evidence
Qualifications • Qualified Teacher Status • Educated to degree level • Evidence of continued professional development	• Evidence of personal commitment to continuous professional development • Leadership course attendance within past two years	Application form
Experience • Successful teaching experience • Understanding of how children learn in a high achieving and successful school	• Former responsibility at phase or whole school level for raising standards • Experience of leading teams to achieve a specific outcome for children • Evidence of the development of policy or curriculum schemes of work	Application form Selection day interview

• Responsibility for leading a core subject across the school • Building and sustaining effective working relationships with staff, governors and parents in the wider community	• Successful teaching experience in more than one phase • Experience carrying out performance reviews • Experience of coaching and mentoring staff	
Knowledge and Skills • Demonstrate strong knowledge of mathematics and the primary curriculum • Clear understanding of curriculum development within mathematics • Ability to plan lessons effectively for all pupils in a class setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues • Ability to coach and mentor individuals to achieve specific outcomes • Ability to challenge and inspire colleagues • Strong ICT skills • Clear understanding and commitment to safeguarding procedures • Ability to analyse data and pinpoint key issues in order to inform staff regarding way forward • To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines	• An understanding of the skills and attributes involved in effective leadership • Evidenced experience of raising standards within key whole school priorities • Evidence of understanding of strategic management in a large school • Understanding of New OFSTED framework regarding learning and teaching, and leadership and management. • Understanding of use of data to raise standards	Application form Selection Day interview

Personal Qualities • To relish challenge and perform efficiently in this significant key role • Ability to take responsibility for others' performance • To be able to lead by example • Tenacity and commitment while working under pressure • Ability to think strategically • Ability to organise, prioritise and delegate • The ability to synthesise information quickly and effectively whilst maintaining an intensive workload • Ability to manage time effectively and work to deadlines • Good team player • Ability to enthuse and motivate others • Good communication skills both orally and in writing	• A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos	Application form Selection Day interview
Other • Commitment to inclusive practice • Commitment to pupils • Good attendance and punctuality record	• Governance experience/involvement with governors	Application form Interview

Post Information

Role: Class Teacher with TLR for Mathematics and Phase Leader

Salary: Teachers' Main pay Scale M1 – M6 (£32,916 –£45,352 per annum) + TLR 2a (£3,527)

Closing Date: Monday 1st December at 8.30am

Short listing: Monday 1st December

Interviews: Monday 8th December

Start Date: February 2026 or sooner

Employee Benefits:

Trust staff are entitled to the following:

- A yearly well-being day or two half days
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Access to a salary sacrifice scheme which allows you to lease a new vehicle
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our school before applying. To arrange a visit, please contact the school office at office@tmps.perryhallmat.co.uk or by calling 01785 337500

Visit dates:

Monday, 17th November 9.30am

Thursday, 27th November 4pm

Applying:

Please complete our application form, attached to this advertisement.

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Perry Hall Multi-Academy Trust use information about individuals who apply for post within our Trust. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”.

Under data protection law, individuals have a right to be informed about how we collect, use and share personal data in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@PerryhallMAT.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2023.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your Information Rights

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, contact our Data Protection Officer (see details in 'Contact' section below).

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your Other Information Rights:

- The right to know how your information is being used – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.

- The right to have inaccurate information amended - We uphold this right by asking you to review the information we hold on record and updating information if you provide evidence to show it has changed
- The right to have information removed or deleted from your records – We uphold this right by removing or deleting your information that we are no longer required to keep
- The right to temporarily restrict how your information is used - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- The right to object to us using your data for certain purposes – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)
- The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI) – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent or the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Trust directly in writing.

If you would like to exercise any of these rights or request copies of your personal data, please let us know by contacting our Data Protection Officer (see details in 'Contact' section below).

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance.

You also have the right to contact to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: DPO@PerryhallMAT.co.uk , or in writing to: For the attention of the Data Protection Officer, Perry Hall Multi-Academy Trust Business Team, PO Box 7177, Greenacres Avenue, Wolverhampton, WV1 9DB

Contact Details

Address

Tillington Manor Primary School
Young Avenue
Stafford
ST16 1PW

Call

01785 337500

Email

office@tmpps.perryhallmat.co.uk

Visit

www.tillingtonmanor.staffs.sch.uk

Perry Hall Multi-Academy Trust



PO Box 7177
Greenacres Avenue
Wolverhampton
WV1 9DB

www.perryhallmat.co.uk

Together We Succeed