Candidate brief for the position of

Class Teacher Year 6
(Maternity Cover)
Biggin Hill Primary School

Application Deadline: 9am on Monday 7th December 2026
Interviews: week commencing Monday 7th December 2026

Biggin Hill Primary School is part of Lumero Educational Trust



Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Biggin Hill Primary School, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration,** and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon our students, helping to shape their future.

This post is available from January and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

Terry Millar
Chief Executive

Our Schools

BIGGIN HILL
PRIMARY SCHOOL

BULLERS WOOD
SCHOOL FOR BOYS

BULLERS WOOD
SCHOOL FOR GIRLS

CHARLES DARWIN
SCHOOL

CHELSFIELD
PRIMARY SCHOOL

CHISLEHURST
SCHOOL FOR GIRLS

DARRICK WOOD
JUNIOR SCHOOL

GREEN STREET GREEN
PRIMARY SCHOOL

THE HIGHWAY
PRIMARY SCHOOL

ORCHARD WAY
PRIMARY SCHOOL

TUBBENDEN
PRIMARY SCHOOL

PRATTS BOTTOM
PRIMARY SCHOOL

The Role

Start Date:	4 January 2027
Working Pattern:	Full Time - Temporary Position Maternity Cover Upper KS2 (Y6) 1 FTE - Monday to Friday
Salary:	Teacher Pay Scale M1-M6 (Outer London) (FTE £39,196 to £52,241) Lumero Educational Trust follows the nationally published pay scales for all teaching staff.
Place of Work:	Biggin Hill Primary School Our schools

This role will suit Teachers in the earliest stages of their career as well as those Teachers with a well-established career.

Biggin Hill Primary School is a two form entry school situated on the edge of the Borough of Bromley in a beautiful rural setting. The school benefits from a range of indoor and outdoor facilities that support outstanding teaching. This is your opportunity to join a school which is continuously developing its teaching and learning strategies in line with the changing face of education.

We are looking for a teacher who:

- Has current experience of working successfully in a primary/KS2 setting
- Is able to motivate and inspire pupils and colleagues alike
- Aspires to high standards and maintains high expectations of pupils, themselves and their colleagues
- Is committed to getting the very best out of every child
- Is able to work effectively as part of a team
- Can think with a growth mindset
- Demonstrates strong organisational, communication and interpersonal skills

In return for your commitment to our school, we can offer you:

- The opportunity to work with happy, engaging children who are eager to learn
- A commitment to your professional development alongside wider staff CPD
- A supportive and committed staff team
- A truly welcoming, friendly and rewarding place to work

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

We offer a supportive, forward-thinking Trust, excellent professional development, and the chance to make a real difference.

Our vision is to provide every child with the best possible start to their educational journey. We are committed to fostering a love of learning, nurturing curiosity and supporting children to become confident, resilient and respectful individuals.

Please also refer to the Job Description and Person Specification for this post.

Application Process

How to apply
Applicants should complete the trust's application form and submit it to hrprimaries@lumero.org **by 9am on Monday 7th December 2026**.
However, we reserve the right to interview and appoint to this position before the advertised closing date. Applications will therefore be considered as they are received, and interested candidates are encouraged to apply at the earliest opportunity. Should an exceptional candidate be identified, the vacancy may be closed early.

Interview Process
Candidates will be shortlisted, and successful candidates will be interviewed in the week commencing 7th December 2026.

- Suitable applications will be shortlisted for interview as quickly as possible.
- If you are successful, you will receive an email inviting you to attend for an interview. We may also contact you by phone. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.
- If you require any assistance in attending an interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Candidates called to interview will

- have an opportunity to meet with staff.
- be expected to conduct a task to test areas required as per the person specification.
- attend a panel interview.

We reserve the right to interview and appoint to this position before the advertised closing Date. Applications may therefore be considered as they are received, and interested candidates are encouraged to apply at the earliest opportunity. Should an exceptional candidate be identified, the vacancy may be closed early.

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK.
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description and Person Specification

Pay

Class teachers' pay is agreed in accordance with the school's Pay Policy and the School Teachers' Pay and Conditions Document.

Line of responsibility

- All teachers are responsible to the Headteacher.

In addition:

- All teachers report to the Deputy Headteacher and/or their Team Leader (EYFS, KS1, Y3/4, Y5/6) for general, year group and most child-related matters.
- Every teacher (excepting those in their first year of teaching) has a specified member of the School's Leadership who is responsible for their performance management.
- Newly-qualified teachers report to the Induction Tutor.

- All matters relating to inclusion and SEND should be reported to the Inclusion Manager.

General Principles of the Job Description

In addition to the conditions of employment of School Teachers detailed in the Pay and Conditions document (Section 3) you will be required to do the following:

a. Be responsible for a class or designated group.

b. Create a stimulating and organised learning environment.

c. Plan and implement the curriculum appropriate to the educational, emotional and social needs of children of all abilities, learning preferences and backgrounds.

d. Differentiate the curriculum to maximise learning and create appropriate challenges.

e. Manage classroom teaching so that the children's interests, attitudes, and behaviour provide a positive and focused approach towards the learning process.

f. Plan and teach by putting the intended learning outcome at the centre of teaching and learning.

g. To keep records clearly and accurately of children's progress, attainment and personal development, updating these on computer systems as appropriate.

h. Review teaching plans in the light of assessments of individual children's progress.

i. Set children targets according to the main curriculum requirements and their individual needs.

j. Prepare written records as part of the school's short and long term planning process.

k. Share with other staff critical reflections about the purpose and value of what and how we teach.

l. Discuss and analyse with staff the standards of whole school, year group and individual performance to identify success as well as forming plans for aspects needing improvement.

m. Improve the children's progress and their standards by actively and positively using the teacher self-review criteria, feedback on practice and the school 'performance management process'.

n. To be aware of all relevant school policies, procedures and guidelines and be prepared to implement them, regardless of personal opinions and preferences, and seek help with all problems and ask for support when school policy is difficult to follow.

o. Uphold the school's values.

p. Work cooperatively as a member of a team in a year group and as part of a whole staff team.

q. Share responsibility for medium and short term-planning with year group colleagues.

r. Actively promote the value of support staff as equal partners.

s. Co-ordinate the classroom support staff in their key role of supporting children's learning by activities such as joint planning and reviewing individual achievement.

t. Reinforce the pastoral care and behaviour policy throughout the school as well as in the classroom.

u. Lead improvements to the whole school provision of a specified curriculum or school development area unless it is the first year of teaching.

v. Encourage the involvement of parents in school, closer links with the local community and work in partnership with governors.

w. Lead a phase/key stage Assembly on occasion.

x. To participate in appraisal arrangements made in accordance with regulations under Section 49 of the Education Act for the appraisal of performance.

y. After consultation with the Headteacher, to administer any other duties which the Head may reasonably require.

PERSON SPECIFICATION

Selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing a supporting statement, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	Essential	**Desirable**	**Evidence**
Qualifications	Qualified Teacher status (unless specified otherwise at time of recruitment).	Commitment to own learning and continuing professional development Commitment to joint practice development	Application Form

Experience	The Class Teacher should have experience of: ● teaching within the relevant phase.	In addition, the Class Teacher might have experience of: ● teaching across the whole Primary age range; ● working in partnership with parents; ● working as part of a team	Application Form Interview
Capability		The Class Teacher will have been identified as being, or showing the potential to be, an excellent teacher. An experienced teacher will have evidence that they are proven to be highly effective in all aspects of their practice	References Observation Portfolio
Knowledge and Understanding	The Class Teacher should have knowledge and understanding of: ● the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and strategies to secure learning); ● statutory National Curriculum requirements at the appropriate key stage; ● the monitoring, assessment, recording and reporting of pupils' progress; ● the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; ● the positive links necessary within school and with all its stakeholders; ● effective teaching and learning strategies.	In addition, the Class Teacher might also have knowledge and understanding of: ● the preparation and administration of statutory National Curriculum tests; ● the links between schools, especially partner schools.	Application Form Interview

Professional Values	• High expectations of everyone • Commitment to improving outcomes for children • Belief that learning should be engaging, experiential and relevant • Aspire to and strive for excellence • Commitment to the personal welfare and safeguarding of all children	Support for an enriched curriculum through out of hours learning and educational visits	Interview Observation References Portfolio
Skills	The Class Teacher will be able to: • teach well; • promote the school's aims positively, and use effective strategies to monitor motivation and morale; • develop good personal relationships within a team; • establish and develop close relationships with parents, governors and the community; • communicate effectively (both orally and in writing) to a variety of audiences; • create a happy, challenging and effective learning environment.	In addition, the Class Teacher might also be able to: • develop strategies for creating community links.	Interview Observation

Personal Characteristics	• Display a clear passion for learning • Display warmth, care and sensitivity in dealing with children • Be open minded, self evaluative and adaptable to changing circumstances and new ideas • Be able to enthuse and reflect upon experience • Show willingness to be involved in the wider life of the school • Have the ability to work flexibly • Be able to prioritise • Demonstrate good interpersonal/ communication skills • Maintain a positive mindset and a good sense of humor	Demonstrate a commitment to environmentally-friendly and sustainable working practices Show willingness to engage with the opportunities for learning presented by the locality Show insight into what is important in our school Use personal interests and enthusiasms to enrich the school community	Application Form References Interview

EQUALITIES

- Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery (essential)

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

All staff take part in the trust's appraisal process.

For any additional queries please contact: HRPrimaries@lumero.org

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