

## Hanham Primary Federation

Headteacher: Gabby Howells

### Classroom Teacher (KS2)



<b>Start Date:</b>	01 September 2025
<b>Salary:</b>	Teachers Main Pay Scale
<b>Contract:</b>	<p><b>Vacancy 1:</b> 3 days Fixed Term Contract until 31 Aug 2026 subject to a staffing/budget review</p> <p><b>Vacancy 2:</b> 2 days Temporary to cover a period of maternity leave until 31 Dec 2025 or the substantive post-holders return if earlier</p> <p><b><i>Applications welcome from those that want to work full time or part time that can cover one of the vacancies above.</i></b></p>
<b>Application Closing Date</b>	<p>Wednesday 14<sup>th</sup> May 2025</p> <p>We recommend early application as the school reserves the right to close the advert prior to the stated deadline date</p>
<b>Interview Date</b>	Tuesday 20 <sup>th</sup> May 2025

### **Thank you for your interest in working at Hanham Primary Federation**

Hanham Primary Federation is a part of The Leaf Trust which opened on 1 September 2023 and is made up of 14 primary schools. We are proud to be a leading Primary and Early Years Trust in the South West and a leading voice in Primary and Early Years education.

Hanham Primary Federation is a welcoming and caring place for pupils to learn. We are proud to be judged as a good provider in both of our recent Ofsted inspections.

#### **The role**

We are looking for a good/outstanding class teacher. The successful candidate will be highly motivated, organised and will have a passion for children's learning and development. In addition, we are looking for an approach to children's learning that is creative and positive, enthusing children to love learning and encouraging a determination to succeed. We are looking for someone who is prepared to liaise closely with colleagues, listening to feedback and being proactive in their own development.

In return we offer engaged, creative, eager learners who rise to challenges and are determined to do their best; a highly skilled, enthusiastic and committed staff; a strong SLT that are committed to collaborative working and CPD for all staff; innovative teaching staff that put impactful learning and the quality of children's experiences at the heart of the curriculum.

# CANDIDATE INFORMATION PACK

Hanham Primary Federation has evolved since its inception and now all policies are aligned, and the curriculum has been jointly developed by both schools.

We have confidence and trust in our staff, and encourage a close, collaborative relationship with our school community. Our schools' have a unique personality and our vision of "Celebrating and inspiring a life-long love of learning in an ever-changing world" alongside values of enjoyment, respect, perseverance, and independence, are something we hold dear. All these elements are key to underpinning success, to deliver an excellent education for our children, so they will flourish to be confident, enthusiastic, hardworking, and aspirational individuals.

The closing date for applications is: Wednesday 14<sup>th</sup> May 2025

Interviews are scheduled to take place on: Tuesday 20<sup>th</sup> May 2025

***The Leaf Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.***

Short-listed applicants will be contacted by email (preferably) or telephone with details of the interview process.

On the following pages of this pack you will find details of how to apply, a copy of the person specification and job description. The relevant application form is available to download separately on our website.

# CANDIDATE INFORMATION PACK

## HOW TO APPLY

### **Completing the Application Form:**

Applications must be made on an appropriate official **Leaf Trust** application form which is available from our website. There are two available to download: one for teaching posts and one for support staff vacancies.

The whole of your application form and any additional information may be photocopied for the short-listing panel. Your form should therefore be typed or clearly written in black ink. Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

**The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for. When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.**

If you have downloaded a copy of the form from our website, you can complete this as a Word document, and email it back by the closing date specified to:  
[samuelwhites@hanhamprimaryfederation.org](mailto:samuelwhites@hanhamprimaryfederation.org) or [hanhamabbots@hanhamprimaryfederation.org](mailto:hanhamabbots@hanhamprimaryfederation.org)

### **Health & DBS Clearance:**

**All offers of employment with The Leaf Trust are made subject to receipt of two satisfactory employment references, health clearance and an enhanced DBS clearance.**

*References:* Please note that references will be taken up prior to interview. If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

*Health Clearance:* If you are offered a post with us, you will be asked to complete an on-line medical questionnaire. An offer of employment will only be confirmed by the Leaf Trust once this assessment has been completed and confirmation of health clearance is received in respect of the role offered to you. Please note that the Health Questionnaires are totally confidential.

*Disclosure & Barring Service:* The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are expected to share this commitment. The post is subject to appropriate vetting including an enhanced DBS disclosure check before the successful applicant can take up post.

### Equal Opportunities Monitoring Form

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application upon receipt in the office. We would wish to assure you that the form will be used purely for monitoring purposes.

# CANDIDATE INFORMATION PACK

## Hanham Primary Federation

### Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

**POST TITLE:** Teacher

**GRADE:** Main

**HOURS:** 32.5

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT Application Form / Interview / Presentation / References etc
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> <li>Degree level education</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of additional further educational qualifications linked to teaching and learning</li> <li>A commitment to continued professional development</li> </ul>	Application form
WORK RELATED EXPERIENCE, KNOWLEDGE AND ASSOCIATED VOCATIONAL TRAINING	<ul style="list-style-type: none"> <li>Experience of working with children in Key Stage 1</li> <li>Experience of the assessment processes within Key Stage 1</li> <li>An ability to reshape lesson planning to suit the needs of all learners and ensure good progress</li> <li>Experience of working successfully within a team of teachers</li> <li>In depth subject knowledge of Key Stage 1 English and maths curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in EYFS</li> <li>Experience of using continuous provision or enhanced provision</li> <li>Experience of working successfully with a wide range of people. E.g. Outside agencies, strong partnerships with parents/carers</li> <li>Experience of end of phase assessments such as EYFS, Year 2 or Year 6</li> <li>Experience of working with children with specific learning or behavioural/emotional needs</li> <li>Experience of successful subject leadership and</li> </ul>	Application form/interview

# CANDIDATE INFORMATION PACK

<p>PERSONAL AND PROFESSIONAL QUALITIES</p>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of data analysis and the ability to use data to set targets for improvement</li> <li>▪ Good level of understanding of the national curriculum</li> <li>▪ Understanding of how children learn and effectively apply their learning</li> <li>▪ Understanding of how to plan effectively within a Key Stage 1 class, in partnership with other teachers</li> <li>▪ Confident use of ICT using a range of hardware and software</li> <li>▪ Knowledge and understanding of working with parents/carers to develop a learning partnership</li> <li>▪ Ability to communicate clearly and consider, where appropriate, the views of others</li> <li>▪ Ability to share and communicate children's progress to parents</li> <li>▪ Ability to plan time and organise work effectively. This will include an ability to:               <ul style="list-style-type: none"> <li>▪ Prioritise and manage time</li> <li>▪ Work under pressure and meet deadlines</li> <li>▪ Be self-motivating and set personal goals</li> <li>▪ Ability to ensure that the school atmosphere is</li> </ul> </li> </ul>	<p>development</p> <ul style="list-style-type: none"> <li>▪ An area of special expertise</li> </ul> <p>Interview/references</p>
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# CANDIDATE INFORMATION PACK

welcoming and that  
parents are encouraged  
to take an active part in  
the life of the school and  
their child's education

- Adaptability to embrace change in striving to new heights together
- Energy and enthusiasm
- Reliability and integrity
- Sense of humour
- Able to motivate self and others
- Able to build positive relationships with children and adults

## **Special Working Conditions**

There are no special working conditions

## **Employment Checks / Specific Requirements**

DBS, Health Assessment, 2 x fully supportive references

# CANDIDATE INFORMATION PACK

## Hanham Primary Federation

### Job Description – Teacher

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#### JOB PURPOSE

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

#### DUTIES & RESPONSIBILITIES

- Plan and teach well-structured lessons, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- 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
- Identifying pupils who have Special Educational Needs and liaising with the SENCO in order to give positive and targeted support. Plan effectively where applicable to meet the needs of pupils with SEN, make appropriate contribution to the preparation, implementation, monitoring and review of Pupil Passports and SEN paperwork as appropriate
- Taking account of ethnic and cultural diversity to enrich the curriculum and raise achievement

#### WHOLE SCHOOL ORGANISATION, STRATEGY & DEVELOPMENT

- Contribute to the development, implementation and evaluation of the Federation's policies, practices and procedures, so as to support the Federation's values and vision
- 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 within year groups
- Be adaptable and flexible with timings and cover due to the ongoing global pandemic

#### PROFESSIONAL DEVELOPMENT

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching

#### COMMUNICATION

- Communicate effectively with pupils, parents and carers
- Liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievement, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress

#### WORKING WITH COLLEAGUES & OTHER PROFESSIONALS

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

# CANDIDATE INFORMATION PACK

- Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning

## **PERSONAL & 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

## **Subject development**

- Develop and implement policies / guidance and practices which reflect Hanham Primary Federation vision and values
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- With the involvement of relevant staff, establish short, medium and long term plans for the development and resourcing of the subject
- Ensure curriculum coverage, continuity and progression in the subject for all pupils, including more able pupils, pupils with special educational needs and pupils with English as an additional language
- Make sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to pupils
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement
- Develop effective links with the local community in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding
- Sustain your own motivation and, where possible, that of other staff involved in the subject
- Audit training needs of staff
- Establish resource needs for the subject and advise the HT and senior leaders of likely priorities for expenditure
- Confidently use a range of monitoring sources and data to evaluate teaching & learning across the school (incl. EYFS)
- Give precise, timely feedback to staff in your area
- Have a clear understanding in standards across the school and whether they align with the National Curriculum