

Applicant Information Pack

CLASSROOM TEACHER

Teachers Main Scale (M1 – M6)
Full Time, Fixed term for 1 year.

To start September 2025.

Creating a Culture of Curiosity





Headteacher Letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. John Wilkinson Primary School and Nursery aims to provide an engaging curriculum for children from 2 to 11 years old enabling them to recognise their strengths, work collaboratively together and enable them the chance to shine. We are fortunate to be situated in fantastic grounds which offer ample opportunities for diverse learning opportunities both inside the classroom and outside where we work with the children to develop a 'culture of curiosity'.

John Wilkinson Primary School and Nursery is a place where children are nurtured, inspired, and empowered to thrive. We have a code of conduct which encourages all members of the school community to 'be responsible, respectful and ready'.

Our school regularly revisits the six core values, and children are taught how these are useful in society – not just in school.

Co-operation – we are a team together.

Respect – we respect ourselves, each other and our school.

Tolerance – we're open and inquisitive.

Responsibility – we own our choices and actions.

Empathy – we care about each other.

Determination – we work hard and keep going.

We are committed to ensuring that every member of school recognises the part they play in our school community. Parents and Governors are actively involved and the children play a vital role as School Councillors and Safety Ambassadors to ensure that pupil voice is represented in future developments and current practice.

In all that we do in school, our main aim is to ensure that all members of our school community feel healthy, happy and safe. This is essential for children to be able to take risks with their learning, build trust in the people around them and grow into successful individuals who are resilient learners in today's world.

As a member of the staff team at John Wilkinson Primary School and Nursery, you will bring a positive attitude and caring nature to support our children to become successful and resilient learners who achieve well.

Kind regards,

Stephanie Beard
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the school, can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant additions to this may be able to be worked around other commitments.

We also support home-working where the role operationally allows for this, and it may be discussed at interview. You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.



Job Description – Classroom Teacher

Title of Post	Classroom Teacher
Post Status	1.0 FTE (Full Time), Fixed Term to August 2026.
Salary/TLR/ Allowance	Teacher Main Pay Scale (M1 – M6)
Reporting to	Headteacher

Main Purpose

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

Duties & Responsibilities

- 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 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;
- Work in a year team and Key Stage team to develop, monitor and evaluate the school development plan;
- Create a stimulating and safe learning environment;
- Inform parents of children's progress through formal and informal parent consultations and an annual report;
- Take part in CPD as appropriate to the role;
- Undertake duties and tasks under the reasonable direction of the Head teacher;
- Lead a core curriculum area.

Subject Co-ordination

In order to carry out this responsibility the post holder should:

- Become sufficiently expert to advise staff;
- Scrutinise subject work throughout school on a half termly basis (at least);
- Monitor the teaching and learning in the subject throughout school and feedback to teachers;
- Work with the SLT to analyse whole school data;
- Develop and implement subject policy, plans, targets and practices;
- Provide those who teach the subject with support, where appropriate;
- Keep abreast of new developments through reading and attending appropriate courses and research best practice within other schools;
- Action plan for the subject area, developing priorities for improvement and driving this forward;

- Plan and organise enrichment linked to your subject, curriculum days, visitors, trips, clubs etc;
- Ensure the subject is a priority within a broad and balanced curriculum and promoted to parents via PR;
- Be responsible for a curriculum area of display.

Whole-School Organisation, Strategy & Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Be willing to lead extra-curricular activity and attend some school events;
- Work with others on curriculum and pupil development to secure coordinated outcomes.

Health, Safety & Discipline

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

Communication

- Communicate effectively with pupils, parents and carers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications, experience and training	<ul style="list-style-type: none"> • Qualified teacher status. • Evidence of relevant training. 	
Knowledge and understanding	<ul style="list-style-type: none"> • A thorough knowledge of the National Curriculum. • An understanding of current research into teaching and learning. • Understanding of behaviour strategies and restorative conversations. • An understanding of the target setting process. • Understanding of SEND framework and inclusive teaching strategies. 	
The Classroom	<ul style="list-style-type: none"> • Have creative and effective learning and teaching styles to engage, motivate and enable children to progress. • Be well organised and have the ability to manage a classroom where children are independent and motivated. • Be able to adapt lessons effectively to cater for the needs of all children within the class and to challenge all children appropriately. • Ensure work is planned to a high standard and regular assessment plays an integral part in moving children forward • Encourage parents and carers to work co-operatively with the school and involve them in their children's education 	<ul style="list-style-type: none"> • Specialist curriculum knowledge for leading a subject.

Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Good/outstanding classroom teacher; • Ability to manage time effectively; • High level of literacy, numeracy, ICT and communication skills; • Be able to create and maintain effective partnerships with staff, parents/carers, children and the wider school community; • Have excellent communication and interpersonal skills; • Be approachable, flexible and committed to our school ethos and values and wider life of the school. 	<ul style="list-style-type: none"> • Share talents and hobbies in extra-curricular activities and play an active part in the wider life of school.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and passionate about teaching • Sets high standards for themselves and their students • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Is able to organise and meet deadlines • Is able to work under pressure • Has ambition • Has the capacity to evaluate own performance and strive for excellence • Ability to research, disseminate and deliver innovative approaches to teaching and learning • A genuine belief and alignment with John Wilkinson's values and ethos. 	<ul style="list-style-type: none"> • Has a positive outlook and inspires others • Has emotional intelligence and resilience • Is a self-reflective person.
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Sufficiently fluent in spoken English to ensure effective performance in the role 	

Application & Appointment Process

An application form is available to download from the school website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact the school via telephone or email to arrange a conversation with the Headteacher, Stephanie Beard.

Please email completed applications to: admin@jwp.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description. Please tell us about yourself and what you can offer our school.

School Tours:

If you would like to join us for a school tour, please notify the school office of your attendance by calling 01952 882950 op3 for the office or emailing admin@jwp.318education.co.uk.

- **Wednesday 4th June @ 4.00pm**
- **Thursday 5th June @ 4:30pm**
- **Monday 9th June @ 4:30pm**

Closing date for applications: Monday 9th June 2025

Shortlisting will take place by: w/c 9th June 2025

Interviews will take place W/C: 16th June 2025

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK, an online check and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate ID documents to initiate the DBS application process**, should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust and school website [John Wilkinson Primary School and Nursery - School Policies](#)

In line with KCSiE the Trust may carry out an online search on shortlisted candidates as part of our safer recruitment process.