



CLASSTEACHER APPOINTMENT PACK September 2025

Aveley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CONTENTS

❖ Letter from the Headteacher

❖ Recruitment selection procedures

❖ School Profile – Sept 2024

❖ Job Description (including pay and conditions)

❖ Person Specification

❖ Policy statement on the Recruitment of Ex-offenders

❖ Application Form

RECRUITMENT PROCEDURES

CLASSTEACHER

Aveley Primary School

How to apply:

- ❖ Please apply using the enclosed application form and a supporting statement (no longer than 2 sides of A4).
- ❖ The appointment will be made based on the match between the applicant and the person specification. Please make sure that you supply the necessary information on your form and write your statement based on our requirements.
- ❖ Please send your application to:

Mrs S. Viner
Headteacher
Aveley Primary School
Stifford Road
Aveley
Essex
RM15 4AA

Applications can also be emailed to admin.aps@catrust.org.uk marked for the attention of Mrs Viner.

Selection Procedures:

- ❖ Closing date 16th June 2025 @ 9am
- ❖ Interviews: w/c 16th June 2025

Candidates will be advised as soon as possible after shortlisting of times and specific details.

Catalyst Academies Trust and Aveley Primary School are fully committed to safeguarding and promoting the well-being of children and young people. We expect all of our staff to share this commitment. The successful applicant will be made a conditional offer subject to an enhanced DBS check, medical check and references.



CATALYST

Aveley Primary

Stifford Road, Aveley, Essex RM15 4AA
Telephone: 01708 865868 E-mail: admin.aps@catrust.org.uk

Dear Applicant,

We would like to take this opportunity to thank you for showing an interest in the Classteacher vacancy at Aveley Primary School.

The Headteacher, leadership team and Governing Body are looking for an energetic, enthusiastic and committed professional. Someone with the drive and determination to work with the Headteacher, Staff, Governors and Parents to develop all pupils, enabling them to reach their full potential.

Aveley Primary is a happy, friendly school which believes in developing the whole person and encouraging each child to exceed. Our children are delightful and hardworking.

Please take the time to read the information within the application pack and see for yourself what an ideal opportunity this is for someone wishing to develop their career whilst being part of a hard working and dedicated team.

We look forward to receiving your application.

Yours sincerely

Mrs S. Viner
Headteacher



Aveley Primary are part of Catalyst Academies Trust, a company limited by guarantee, registered in England & Wales (Company Number 8407989)

Registered office: Catalyst Academies Trust c/o Dilkes Academy, Garron Lane, South Ockendon, Essex, RM15 5JQ

Aveley Primary School – September 2024

Aveley Primary is a two form entry primary school in Thurrock with newly opened Autism Resource Centre. We have dedicated staff and wonderful children from Reception to Year 6. We have a nursery that provides an excellent start for our youngest pupils. All members of the school community are committed to ensuring that children have a learning experience that is positive, encourages children to achieve and develop as well-rounded individuals. Staff teams are organised with support from experienced Year Leads and Key Stage Assistant Headteachers.

Aveley Primary joined Catalyst Academies Trust at the beginning of February 2019 and were judged GOOD by Ofsted in June 2023. The Trust has a nationally recognised reputation for high achievement for all of its pupils and staff have embraced the collaborative nature of working as part of a MAT. Staff from across the schools meet regularly and appreciate the joined up working.

Aveley Primary School was formed in 1990 when the Infants and Junior schools amalgamated. From September 2005 to 2012, the school was based in one building built in the early 1950's. Since September 2012, KS1 have been in the purpose built block of four classes. Reception are in classes linked to the main building with a shared outdoor area. The rest of the classes are in the original KS2 building, with some modifications to create a nursery class. In 2014, the school opened the library bus which is an iconic part of the school. The school is spacious, with expansive grounds and is within easy reach (5 minutes) of the A13 into London/Southend and the Dartford Crossing. There are three playgrounds, a large field and a multi-use games area. There is a separate dining room and school hall. We have a dedicated Library and Art, Design & Technology Room, a wildlife area and pond. This is an exciting time in Aveley Primary School's journey as we opened the Aveley Resource Centre (ARC) in June 2022.

Staff are dedicated, hardworking and supportive of each other. The school has a Pastoral Manager to support the wellbeing of the children. All classes have some ancillary support to work alongside the classteacher. Children with Special Educational Needs are well catered for with adult support and a non-class based SENCo.

The catchment area of Aveley Primary School is in a mixed housing environment; the school has approximately 30% of children on free school meals. Parents are positive about our school and work in partnership with us.

Achievements include: the 10 years Basic Skills Quality Mark award; Silver Science Quality Mark and Silver Artsmark.

The Headteacher, Governors, together with a committed and hard-working team of teachers, aim to provide the best education and a variety of opportunities for all of our children. The school has a strong ethos, followed by all staff and children.

Aveley Primary School 2024/25

Job Description

Title:- Classteacher

Job Context: This job profile recognises the requirements of the current Pay and Conditions Regulations (STPC 2020) and reflects the vision, aims and policies established by the governors of the school.

Job Purpose:- To take responsibility for class and set groups.

Accountable to:- Headteacher

Key Accountabilities:-

Policy and Leadership

To use and implement all school policies.

Management of Teaching and Learning

To provide for the learning experiences of pupils in my classroom and to work with a team of colleagues in developing teaching and learning strategies.

Management of People/Health and Safety

To lead, manage and work collaboratively with a group of pupils and, when appropriate, other adults and colleagues.

Management of Financial and Physical Resources

To develop, monitor and control financial and physical resources in my teaching area.

Evaluation and Quality

To monitor and evaluate pupils learning. To attend, and contribute to, Pupil Progress Meetings.

Administration/Meetings

To ensure that administrative requirements are fulfilled.

Key Tasks

Policy and Leadership

- Plans and assesses pupils learning using knowledge of school policies, schemes of work and School curriculum requirements for the relevant curriculum areas.
- To work with colleagues in developing relevant policies, schemes of work and handbooks.
- To establish and maintain regular communication with Headteacher and/or senior staff, governors and other schools where appropriate.

Management of Teaching and Learning

- Using knowledge of school policy and School Curriculum requirements, plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- Uses relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Uses a variety of suitable teaching and learning styles and communicates clear learning objectives and expectations.
- Marks and provides assessment of work carried out by the pupil both in the school and elsewhere.
- Assesses, records and reports on the development, progress and attainment of pupils.

Management of People/Health and Safety

- Plans to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
- Safeguards the pupils' health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Works as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- Establishes good relationships with parents to promote pupils learning and development.
- Establishes and maintains positive relationships with pupils.
- Promotes the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Consults and communicates with parents of pupils.
- Consults, plans, directs or supervises with learning support staff, non-teaching staff and outside agencies, as appropriate.

Management of Financial and Physical Resources

- Organises and maintains a stimulating working environment appropriate for the range of activities taking place, including up to date and informative Learning Walls and resources to support children's learning.
- Teaches pupils to take responsibility for resources and the environment.
- Ensures that resources are organised and readily available to promote learning.

Evaluation and Quality

- Monitors and assesses pupils work and uses assessment to inform planning and identifying individual needs.
- Keeps records of pupil's progress and report achievement in line with school policy and statutory requirements.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Review from time to time your methods of teaching and programmes of work.

- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

Performance Management

- Participate in arrangements made in accordance with the 2012 regulations for the appraisal or review of your performance and that of other teachers.

Administration/Meetings

- To keep records and carry out procedures to satisfy school policies.
- Establish and maintain regular communication flow (internal and external).
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Attends assemblies, registers the attendance of pupils and supervises pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Aveley Primary School

Class Teacher Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE	SCORE (1-5)
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Further /continued CPD 	Application Form	
Experience	<ul style="list-style-type: none"> Proven ability as an excellent classroom teacher in Key Stage 2 Working effectively in a team Effective teaching and learning in the classroom Proven record of 'Good' teaching and learning and good progress of all learners. 	<ul style="list-style-type: none"> Proven record of subject leadership 	Application Form Interview References	
Professional Knowledge, Understanding and Skills	<ul style="list-style-type: none"> What constitutes quality and high standards in learning and teaching, achieving and sustaining them Commitment to inclusion and strategies for engaging all learners What constitutes appropriate and successful relationships with children Child protection in a primary school Effective organisational skills Ability to work well with parents and carers 	<ul style="list-style-type: none"> How the learning environment supports high standards 	Letter of application Interview Written task References	
Specific knowledge, understanding and skills	<ul style="list-style-type: none"> Using a positive approach to promote excellent learning behaviour, supporting and nurturing emotional literacy within the classroom Sound subject knowledge Confident and competent user of IT Demonstrate knowledge and understanding of Assessment for Learning (AfL) 	<ul style="list-style-type: none"> In-depth qualification/understanding in a particular area e.g. qualified sports coach; dyslexia; music etc. 	Application form Lesson observation Interview References	
Curriculum	<ul style="list-style-type: none"> The National Curriculum and its assessment. Principles underlying the promotion of British Values Promote and develop enjoyment of learning Ability to plan and adapt lessons in order to secure good outcomes for all children Understanding of personalised learning 	<ul style="list-style-type: none"> Cross curricular learning and teaching How the curriculum supports the ethos and values of a school Understanding of curriculum progression 	Letter of application Interview	

Professional Values	<ul style="list-style-type: none"> • Commitment to continuing professional development • High expectations of everyone • Learning should be engaging and positive • Willingness to use variety of teaching strategies to engage all learners • Commitment to the personal welfare and safeguarding of children 	<ul style="list-style-type: none"> • Support for an enriched curriculum through out of hours learning and educational visits 	Letter of application Interview	
Personal Qualities	<ul style="list-style-type: none"> • Open minded, reflective, self-evaluative and adaptable to changing circumstances and new ideas • Passionate about learning and teaching • Displays warmth, care and sensitivity in dealing with children • Willingness to be involved in the wider life of the school • Ability to work flexibly • Ability to prioritise • Good interpersonal/ communication skills • When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence 	<ul style="list-style-type: none"> • Willingness to engage with the opportunities for learning presented by the building • Insight into what is important in our school • Brings personal interests and enthusiasms to the school community • Demonstrate a commitment to environmentally-friendly and sustainable working practices 	Letter of application Interview Reference	

Aveley Primary School Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We 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 competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place 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 job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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