



**WOOD FIELD
PRIMARY
SCHOOL**



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



Wood Field Primary School,
Stanley Park Road, Carshalton,
Surrey, SM5 3HW

Telephone: 020 8619 1120

Email: office@woodfieldprimary.com



Dear candidate

Thank you for your interest in the role of Class Teacher and Early Years Lead at Wood Field Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Wood Field Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Katie Moores:

kmoores@woodfieldprimary.com. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Ann Pratt, Headteacher

ABOUT OUR SCHOOL

At Wood Field Primary we are committed to providing the best possible education for all pupils. We place a child's happiness at the heart of all we do. We believe our children can achieve whatever they dream of by working hard, being resilient and taking risks - our potential is limitless!

Drivers

Our school is driven by providing the following opportunities for our children:

- Fostering high aspirations,
- Becoming resilient learners,
- Promoting independence,
- Widening horizons and
- Developing creative mindsets.

Pupil Qualities

Our children focus on displaying the following pupil qualities in all that they do:

- Ambitious
- Inquisitive
- Respectful
- Kind
- Worldly

Our staff strive to encourage and motivate our children to achieve their potential and fulfil their ambitions every day. We believe that time in school should be rewarding and enjoyable. We pride ourselves on creating an exciting and inspirational knowledge-rich, skills-based curriculum that allows for plenty of opportunities to experience and enjoy the diverse world that we live in. This enables us to meet the needs of the whole child and develop high self-esteem to experience success in both educational and personal growth. Our pupils leave Wood Field as life-long learners who make a positive contribution to society, empowering everyone. They are without doubt ready for the future.



TERMS AND CONDITIONS

CONTRACT

Permanent - Term Time Only

SALARY

- Salary calculated in line with the Main Pay Scale Range M1-M6, Upper Pay Scale Range UPS1 - UPS3.
- With an additional Teaching and Learning Responsibility (TLR)

HOURS OF WORK

Full Time - 32.5 hours per week / Monday-Friday / 52.14 weeks per year

PLACE OF WORK

Wood Field Primary School, Stanley Park Road, Carshalton, Surrey, SM5 3HW.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

- Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

| | |
|-------------------------|---|
| Post: | EYFS Lead (With Class Teacher Responsibilities) |
| Responsible to: | Deputy Headteacher / Headteacher |
| Responsible for: | Early Years Team |

ROLE OVERVIEW

To be a teaching practitioner within the Early Years and hold overall responsibility for teaching, learning, and strategic leadership across the Early Years Foundation Stage (EYFS). You will serve as an outstanding role model, ensuring the school's vision and values are reflected in all areas of school life.

MAIN DUTIES

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for children of all abilities.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- Contributing to the happy atmosphere of the school.
- Having a willingness to undergo relevant training, as available.
- Adhering to the school's Safeguarding Policy and procedures.

STRATEGIC LEADERSHIP & MANAGEMENT

- Form part of the Senior Leadership Team (SLT), attending weekly meetings and contributing to the whole-school strategic vision.
- Lead the development of the EYFS, ensuring a clear Intent for the curriculum that meets community needs and adheres to current statutory frameworks.
- Regularly review and analyse EYFS Profile data to identify groups at risk of underachievement and moderate assessment judgements.
- Line manage EYFS teachers, practitioners, and TAs, conducting appraisals and performance management.

- Identify CPD needs for individuals, oversee the staff training schedule, and monitor its successful implementation within the phase.

TEACHING & LEARNING

- Consistently model high quality teaching in accordance with school policies.
- Lead high-quality phonics (Little Wandle) and early mathematical mastery.
- Maintain a highly effective indoor and outdoor environment that encourages independent learning through play and continuous provision.
- Use professional judgement to assess progress against Early Learning Goals (ELGs) without creating unnecessary paperwork.
- Act as a champion for SEND, working with the SENDCo to implement EHCPs.

OPERATIONAL LEADERSHIP & TEAM SUPPORT

- Lead weekly phase meetings, maintain minutes, and ensure the team meets all deadlines.
- Provide day-to-day support, observe lessons, and give informative feedback; be prepared to carry out difficult conversations when necessary.
- Conduct learning walks to identify further developmental needs.
- Organise and ensure the smooth running of extra-curricular events, trips, and parent information evenings.

WELFARE & PASTORAL CARE

- Oversee the key person system, support staff with pupil discipline, and handle bullying allegations or behavioural issues.
- Ensure intimate care is handled with dignity and in line with policy.
- Support teachers in parent meetings and build rapport with hard to reach families.

SAFEGUARDING

- Work alongside the Designated Safeguarding Lead (DSL) and ensure all statutory welfare requirements are met.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and training | | |
| Qualified Teaching Status. | x | |
| Experience of teaching pupils in EYFS specifically. | x | |
| Have an up to date knowledge of child protection training and be committed to the safeguarding of children. | x | |
| Understanding of responsibilities under SEN Code of Practice. | x | |
| Have a secure knowledge of the National Curriculum / Early Years Foundation Stage. | x | |
| Have a working knowledge of the principles of Assessment for Learning and be able to use this knowledge in classroom practice. | x | |
| Consistently demonstrate good to outstanding teaching. | x | |
| Demonstrate how to use the most appropriate teaching and learning strategies and resources to meet the needs of all pupils. | x | |
| Experience of using ICT effectively both in curriculum planning and teaching. | x | |
| Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning. | x | |
| Able to use a range of strategies to promote good behaviour. | x | |
| Knowledge and experience of developing a purposeful learning environment. | x | |
| If teaching early reading, proven track record of phonics teaching. | x | |
| If teaching early reading, proven track record of phonics teaching. | x | |
| Personal attributes | | |
| Communicate effectively (both orally and in writing) to a variety of audiences. | x | |
| Establish good relationships with children, colleagues, parents, governors and the community. | x | |
| Approachable, empathetic, enthusiastic & resilient. | x | |
| Organised, resourceful, and have excellent time management skills. | x | |
| Committed to the values and ethos of our school. | x | |

| | | |
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| Create a safe, happy, healthy, challenging and effective learning environment. | x | |
| A willingness to become involved in all aspects of school life. | x | |
| Committed to the safeguarding of children. | x | |

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on **Monday 18th May 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

A date for interviews will be confirmed with successful candidates shortly after the deadline date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post from **1st September 2026**.



GREENSHAW LEARNING TRUST



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