

Briefing Pack for Applicants Foundation Stage Teacher



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Foundation Stage Teacher
Location: Woodthorpe Primary School
Pay scale: Teachers Pay Range MPR/UPR
Contract: Permanent, Part Time 3 days a week 19.5 hours
Start date: 1st September 2026
Suitable for ECTs: Yes

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Woodthorpe joined Minerva in September 2021 and is the first primary school in the trust. Working collaboratively with our secondary colleagues the school has already benefited from their expertise. Exciting times lie ahead as the Trust continues to grow, partnerships are strengthened and the offer for all our children is enhanced.

We are looking to appoint an enthusiastic, motivated and ambitious teacher on a permanent contract. The successful applicant will be focussed on delivering excellence for all.

Candidates are encouraged to visit the school or have an informal discussion about the role with Dave Smith - Headteacher. Arrangements for this can be made by contacting Sarah Brown – Business Support Manager via e-mail: enquiries@woodthorpe-mlt.co.uk.

The closing date is Wednesday the 8th of July 2026 at 9am and interviews will take place on the week commencing the 13th of July 2026.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Sarah Brown via e-mail enquiries@woodthorpe-mlt.co.uk

The application form and information pack is available on the Minerva Learning Trust website: [All Vacancies - Minerva Learning Trust](#) . **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST**

APPLICATION FORMS WILL BE ACCEPTED. Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post of class teacher at Woodthorpe Primary. We are proud to be part of the Minerva Learning Trust, and proud of all of our amazing children. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support **all** our children in excelling across the curriculum.

At Woodthorpe Primary School it is our mission to provide a curriculum which is **engaging, exciting, relevant** and **fun** for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this, children are given opportunities to develop learning attributes that will support them throughout their lives.

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for **all** our pupils, then we look forward to receiving your application.

Dave Smith

Headteacher – Woodthorpe Primary School

Section 4: About Woodthorpe Primary School

Our Aims & Our Mission

Our School Aims

Learning together we will . . .

Understand and accept the rights and responsibilities of being citizens of the future

Be able to adapt to new challenges and offer enterprising solutions

Be active contributors to the wider community

Be ambitious and take pride in our achievements

Achieve high standards in all areas of the curriculum

Develop ourselves as courageous, self motivated, independent and collaborative learners

Value and care for others in the local community and the wider world

Achieve our full potential as well rounded individuals

We will discover, value and enjoy our diverse society

. . . Learning together.

Our Mission

To achieve these aims we will provide:

- A happy, healthy, safe and secure environment
- A school site providing the resources for an innovative and exciting learning environment for the 21st Century
- High quality teaching across the whole curriculum
- A rich, challenging and relevant curriculum
- A wide range of extra-curricular opportunities
- Opportunities for pupils to play a part in developing their school and community
- A professional, skilled, highly motivated staff team committed to the ethos and aims of the school
- A staff team increasingly reflective of the diversity within the local and wider community
- Opportunities for parents to be active partners in the education of their children and the life of the school.
- A commitment to place the school within the community as a resource for lifelong learning and a partner in regeneration.
- School leadership focused on continuous improvement.
- Effective management systems which support the drive to raise standards.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: www.woodthorpeprimary.co.uk

Section 5: Job Description



Minerva Learning Trust Job Description



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

POST TITLE	Foundation Stage Teacher
GRADE/SALARY	Teacher Main/Upper Pay Range MPR/UPR
HOURS/WEEKS	19.5 hours a week, term time
LOCATION	Woodthorpe Primary School
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	Foundation Stage
PURPOSE OF THE JOB	Class Teacher
RELEVANT QUALIFICATIONS	Degree Level Qualification/QTS

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

- To plan lessons for and teach designated pupils. To assess the progress of all pupils in line with policy and to modify provision to promote inclusion.
- To undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Foundation Stage Teacher

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Qualified Teacher Status.	AF / I
Degree in related Subject.	AF / I
Ability to teach at Foundation Stage & KS1.	AF / I
Relevant teaching experience as a teacher or trainee.	AF / I
Experience of working in a primary education environment.	AF / I
KNOWLEDGE AND EXPERIENCE	
Successful teaching in a relevant environment.	AF / I / R
Experience of working with a range of ages across a primary school.	AF / I
Ability to achieve the highest standards of all pupils.	AF / I
Proven ability to identify barriers to learning and overcome them.	AF / I
Proven record of good relationships with children and parents.	AF / I
PROFESSIONAL DEVELOPMENT	
Evidence of knowledge & training of the Primary National Curriculum and assessment it assessment.	AF / I
Evidence of a commitment to continuing professional development.	AF / I
Willingness to actively participate in professional learning.	AF / I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape.	AF / I
SKILLS	
Approachable with excellent inter-personal skills.	AF / I
Excellent communication skills.	AF / I / AA
Outstanding classroom practice that challenges and inspires.	AF / I / AA
Ability to offer relevant & focussed feedback which impacts directly on pupil progress.	AF / I / AA
QUALITIES AND ATTRIBUTES	
Ability to set and work to deadlines.	AF / I / R
Ability to remain positive and retain a sense of humour.	AF / I / R
High expectations of self and pupils.	AF / I / R
Calm, supportive and caring.	AF / I / R

A commitment to promoting excellent behaviour through high quality teaching & learning experiences for all children.	AF / I / AA
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the School Business Manager: enquiries@woodthorpe-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to enquiries@woodthorpe-mlt.co.uk by the closing date.