



Class Teacher Application Pack



Together We Succeed

Contents



Application Pack

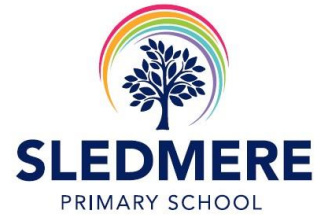
Class Teacher

Sledmere Primary School

- 1. About Sledmere Primary School**
- 2. About Perry Hall Multi-Academy Trust**
- 3. Job Description/Personal Specification**
- 4. Post Information**
- 5. Recruitment Privacy Notice**
- 6. Contact Details**

About Sledmere Primary School

Be The Best You Can Be



At Sledmere Primary School we put the children at the heart of everything that we do. Our vision is to provide a safe and positive learning environment that celebrates our children's uniqueness and encourages them to achieve and succeed in all they do.

Our children are eager to learn and are supported by a dedicated team of staff who make learning fun, whilst ensuring they gain the skills, knowledge and understanding to ensure they become lifelong learners. Our belief is that all our children have the potential to succeed, driving us to find new ways to challenge their thinking but at the same time providing a safe, welcoming environment.

Sledmere Primary School is a three-form entry school in Dudley and recently became part of Perry Hall Multi-Academy Trust.



Together We Succeed

About Our Trust



With the intention to seek more autonomy and control over the school budget and services, Perry Hall Primary School converted to an academy on the 1st of July 2013.

At the same time, Perry Hall was delivering School to School support to Berrybrook Primary following a subsequent request from their local governing body, who later in April 2014 joined the trust, officially making it Perry Multi-Academy Trust (PHMAT). Since then, a number of schools from multiple authorities have been welcomed into the Trust.

The management of the PHMAT is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association.

Our Vision

Our Purpose:

We aim to improve the outcomes for all children across our Multi-Academy Trust regardless of their starting points

This is achieved for all our children by:

- A world class educational experience that will deliver better life chances;
- Ensuring that all children regardless of their starting points achieve above national expectations, and the proportion of pupils making better than expected progress is in line with national expectations;
- Ensuring that children in our schools have the added value and opportunities in curriculum design through partnership with commerce and business;
- Making sure the families surrounding our children have access to the best possible education opportunities for their children;
- Inspiration from excellent role models who are leaders in their academies;
- Celebrating success of all adults and children.

Together We Succeed

Job Description

Responsible to the Headteacher

The following job description outlines the duties and responsibilities of class teachers within Perry Hall Multi-Academy Trust.

Planning:

- Teachers are to plan their teaching to achieve progression in pupils' learning through:
- Identifying clear objectives and content, appropriate to the subject matter and the pupils being taught, taking account of school policies, schemes of work, National documents.
- Setting tasks for whole class, individual and groups work, including homework, which challenge pupils and ensure high levels of pupil interest;
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils are aware of the substance and purpose of what they are asked to do;
- Identifying pupils who have special educational needs, including specific learning difficulties.

Success Criteria:

Planning ready and completed for teaching in line with school policy.

Planning meets expectations for:

- Clear objectives
- Differentiation
- Variety of teaching and learning styles used (VAK)
- Assessment for learning informed future planning and is documented in line with school policy

Evaluation:

- Leadership team several times each half term will trawl planning
- Leadership team will carry out planning trawls at least termly
- At least termly focused lesson observations

Teaching & Class Management:

Together We Succeed

- Monitor and intervene when teaching to ensure sound learning and discipline;
- Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well focused teaching and through positive and productive relationships:
- Establish a safe environment which supports learning and in which pupils feel secure and confident;
- Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through implementation of the schools teaching and learning policy

Success Criteria

All classrooms to be organised in accordance with teaching and learning policy

All lessons follow structure of:

- Whole class introduction sharing learning objective / success criteria
- Stimulating, engaging learning tasks
- Plenary

Children's achievement will at least be in line with national expectations.

Evidence of provision for PHSE & Healthy Schools & School Council learning, more able and SEN pupils

Evaluation

At least 75% of lessons observed are good or better (National Average) through minimum of three and maximum of six lesson observations each year.

Monitoring, assessment, recording, reporting and accountability:

- To assess how well learning objectives have been achieved and use this assessment to improve specific areas of teaching
- Mark and monitor children's class work and homework providing constructive written and oral feedback, and setting targets for pupils' progress.
- Assess and record children's progress, through focused observation, questioning, marking and testing and use this to:

Success Criteria

Use of curricular targets, planning, strategies for day-to-day assessment and feedback on learning meets school guidelines

Evaluation

Leadership team through monitoring planning and day to day assessments to judge how assessment for learning informs planning and individual target setting on a termly basis. There are clear links between assessment and children's achievement being made.

Other Professional Requirements

- Establish effective, professional working relationships with all staff
- Set a good example to pupils, through presentation and personal and professional conduct;

Together We Succeed

- Understand their professional responsibilities in relation to all school policies and practices;
- Recognise that learning takes place in and out of the school context, and understand the need to work effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare;
- Recognise the role and purpose of the school's governing body

Performance Management including staff appraisal

To take part in the school's performance management cycle that has been approved by all staff and all governors

Curriculum Responsibility

All fully qualified teachers will have a curriculum area responsibility to lead. This are will be designated after discussion with the Head of School. (Refer to subject leaders job description)

General Conditions

- It is the intention that the above responsibilities are in accordance with the requirements of the Teachings pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements.
- This job description is subject to annual review. It may be amended only after full consultation with the class teacher concerned . it will be signed if agreement is reached
- If following review and amendment, agreement is not reached the appropriate procedures should be used to settle disputes.

Personal Specification

Essential	Desirable	Evidence
Teaching degree or equivalent and QTS status	Has experience of leading subject across school. Evidence of further professional development in order to demonstrate personal drive	Application Form Application Form
An excellent practitioner in order to be a role model in raising standards. Experience of teaching in EYFS,	Experience of teaching EYFS,	Application Form References Interview

Ability to work as part of teams, in order to secure staff's commitments to the school vision.	Experience of staff development in order to support staff with a wide range of experiences in raising standards	Application Form Interview
High level organisational skills	Has experience of coaching and mentoring other staff	Application Form Interview
High level written and verbal communication skills in order to relate effectively to pupils, staff, governors, parents (All stakeholders)	Experience of leading/ facilitating staff CPD	Application Form References Interview
Have experience of maintaining good discipline in order to provide a safe environment for children	Have supported initiatives that reach out to parents and wider community in order to form a good home/ school partnership	
Enthusiastic about teaching		
Commitment to raising standards of achievement		
Flexible and have capacity to take on new ideas and initiatives.		Application Form References
Have high expectations of what pupils can achieve.		
Can work at pace and meet deadlines		
Has worked with a range of successful strategies to raise standards of achievement for all pupils	Recent experience of curriculum development in a key area and has led to curriculum improvement.	Application Form Interview

Post Information

Role: KS2 Class Teacher

Salary: Main Pay Scale/UPS

Closing Date: Wednesday 21st May 2025

Start Date: September 2025

Interview date: Friday 23rd May 2025

Employee Benefits:

Trust staff are entitled to the following:

- Access to highly sought Teachers Pension
- Yearly well-being day
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- A cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal
- An employee assistance programme
- A health cash plan
- A voluntary private medical service

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Alison Travis at a.travis@smps.perryhallmat.co.uk or on 01384 476150.

Applying:

Please complete our application form and submit to a.travis@smps.perryhallmat.co.uk

Safer Recruitment:

Together We Succeed

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

Recruitment and Candidate Information

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Perry Hall Multi-Academy Trust use information about individuals who apply for post within our Trust. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”.

Under data protection law, individuals have a right to be informed about how we collect, use and share personal data in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at DPO@PerryhallMAT.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2023.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process. We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website:

<https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Data Protection Officer via email: DPO@PerryhallMAT.co.uk. You can also make a subject access request by emailing this address.

If after contacting our DPO, you believe that we have complied with our data protection obligations, or upheld your rights appropriately, you can complain to the Information Commissioner at <https://ico.org.uk/make-a-complaint/>

Revisions and last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated September 2023

Contact Details

Address

Sledmere Primary School
The School Drive
Buffery Road
Dudley
West Midlands
DY2 8EH

Call

01384 476150

Email

information@sledmere.perryhallmat.co.uk

Visit

www.sledmere.org



Perry Hall Multi-Academy Trust
PO Box 7177
Greenacres Avenue
Wolverhampton
WV1 9DB

www.perryhallmat.co.uk

Together We Succeed