



Class Teacher Recruitment Pack



Closing Date and Shortlisting

Wednesday 13th May 2026

Interview Date:

Tuesday 19th May 2026

Start date:

1st September 2026





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About Oakhill Primary School

Oakhill Primary School is a larger than average, growing, urban primary school with 452 pupils (April 2026) with above average disadvantaged levels (47% April 2026). The pupils are predominantly White British, however there are a growing number of pupils with English as an additional language (EAL) joining the school (EAL 28% - April 2026). We have an almost equal number of boys and girls (BOYS – 49.8% / GIRLS 50.2%).

We are a forward-thinking school with a strong commitment to digital learning. Pupils in Years 2 to 6 have 1:1 iPads, enabling technology to be seamlessly integrated across the curriculum to enhance teaching, accessibility, engagement and outcomes. Staff are supported to use iPads effectively to enrich learning, develop creativity and build essential digital skills for the future.

Our experienced, and skilled staff truly love working at Oakhill. In a recent survey, 100% of staff stated that they felt proud to work at Oakhill. Comments like these were common:

'Oakhill is a very special school that is going places, all the children and staff are lucky to be there and we truly make a positive impact on the lives of so many.'

We had our most recent section 5 Ofsted inspection in October 2023. We received an overall grade of 'Good' with Behaviour and Attitudes and Personal Development graded as 'Outstanding'. We were extremely pleased with this judgement and felt that the report summed up our school really well with comments including the following:

'Pupils thrive on their curriculum experiences...Behaviour in school is exemplary and Pupils are motivated learners and they show respect for one another. The curriculum is ambitious for pupils with SEND, which supports them to do their very best.'

Please visit our website: <https://www.oakhillprimaryschool.co.uk/> and watch our video <https://www.youtube.com/watch?v=sacu18ZXhmc>

Although our website and the video above will give you a flavour of our school, we strongly encourage any interested applicants to contact school to arrange a visit. Please email Mrs Helen Dodd (Deputy Headteacher) at helen.dodd@oakhill.orchardct.org.uk to arrange this.





WELCOME LETTER FROM THE CHIEF EXECUTIVE OFFICER



Dear Applicant,

Thank you for taking the time to download our recruitment pack and expressing your interest in the post of Class Teacher at Oakhill Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our Headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools, two special schools and two associate schools. The successful applicant will join a close-knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust and be able to help to shape the future of both Oakhill Primary School and Orchard Community Trust overall.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Oakhill Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.orchardct.org.uk
- or by contacting us direct at info@orchardct.org.uk
- or calling 01782 883788

I wish you every success with your application and look forward to meeting you in the near future.

Mr S Thomson
Chief Executive Officer





Class Teacher

Post Title:	Class Teacher
Post Responsible to:	Headteacher, Deputy Headteacher, Assistant Headteacher and the Local Governing Board
Salary Scale:	Main pay scale range 1-6 in line with the current School Teachers' Pay and Conditions Document
Location:	Oakhill Primary School
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- 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)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate





- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures





Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012





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Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher





Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience /knowledge / understanding in each area and how that is applied in a school context.

Criteria	Application-A Interview Process-I	Essential	Desirable
Professional Qualifications			
Qualified to degree level	A	x	
Qualified Teacher Status	A	x	
Personal Attributes			
Demonstrates commitment, reliability and integrity	I, A	x	
Value children and put their needs first	I,A	x	
High level of personal integrity	I,A	x	
Communicates effectively with self-awareness and emotional intelligence	I,A	x	
Has energy and resilience	I	x	
Ability 'to get the job done'	I	x	
Is adaptable to changing circumstances and new ideas.	I,A	x	
A good attendance record	A	x	
Ability to reflect on own performance	I	x	
Ability to work as a team member	I,A	x	
Flexible approach, responsive to need	I,A	x	
Professional Knowledge and experience			
Understanding of the role of a class teacher.	I,A	x	
Understanding of strategies to support successful outcomes for all children.	I,A	x	
Knowledge of the primary phase curriculum and assessment.	I,A	x	





Professional Skills			
Awareness of the aims and objectives of the school and an ability to maintain a positive school ethos.	I,A	x	
Strong belief in delivering the full curriculum to develop the whole child. High expectations which are committed to meeting the needs of children whatever their ability or background.	I,A	x	
A belief that primary education should be a lively, stimulating, enjoyable experience which achieves high standards and prepares children for secondary school.	I,A	x	
Committed to working with parents, colleagues and other agencies in a positive and constructive manner.	I,A	x	
Make appropriate judgements over issues of confidentiality and safeguarding.	I	x	
A commitment to continuing professional development, and evidence of recent relevant training.	A	x	
An excellent understanding of a range of behaviour management strategies.	I,A	x	
An awareness of the principles of “Assessment for Learning” and a commitment to effective assessment and feedback for pupils.	I,A	x	
Able to work effectively with teaching assistants/learning mentor to ensure effective support for all children.	I	x	





THE SELECTION PROCESS

Applications

Application forms must be completed on our Every system. The link for this can be found on our website and on Stoke Jobs and WM Jobs. This must be accompanied by a covering letter (emailed to Mrs Helen Dodd (Deputy Headteacher) at helen.dodd@oakhill.orchardct.org.uk) which needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it.
- CVs will not be accepted.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors.

Candidates who best meet the person specification will be invited to an interview. We will notify you by e-mail confirmation.

References

We request references for all candidates who are invited to interview. **Requests will be made at the time candidates are invited to interview.** Your first referee should be your current or last employer.

Interview Process

The interviews will be held on Tuesday 19th May 2026 at Oakhill Primary School.

Short-listed candidates will be asked to complete a teaching task, attend a pupil interview and attend a panel interview.

You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the formal interview process, we will use the selection activities as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualification

Timeline

Closing Date: 9am Wednesday 13th May 2026

Interview Date: Tuesday 19th May 2026

Please complete your application form via Every and return your completed covering letter via email to Mrs Helen Dodd (Deputy Headteacher) at helen.dodd@oakhill.orchardct.org.uk

The post is considered to be a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good





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behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.

Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

