

Recruitment Pack

Springfield Primary School

KS1 Mainstream Class Teacher, 19.5 hours per week (0.6 FTE)

Fixed term until 31.08.27

Salary: Main Pay Scale

Closing Date: Monday 7th December at 12 noon

Proposed Interview Date: To be confirmed

Welcome letter from David Blackwell, Headteacher of Springfield Primary School

Dear Candidate

Thank you for showing an interest in the role of class teacher at our school. We are looking for somebody who is inspirational, hard-working and proactive; driven by the desire to inspire and achieve the best possible outcomes for all pupils.

We are seeking a candidate who will strengthen the staff team, building on the successes of the school, so that it continues to thrive and flourish and provide an excellent primary education experience to its pupils. The successful candidate will possess highly effective communication skills and be able to work with a range of different stakeholders in ensuring that all pupils at Springfield achieve success.

Alongside our inclusive mainstream provision, Springfield has an Enhanced Resource Facility, which provides specialised provision for children with communication and interaction difficulties, such as Autism Spectrum Disorder.

We aim to promote a love of learning and use our extensive school grounds to facilitate this, whilst also incorporating the use of our Forest School area to support mental health and wellbeing.

Our schools are part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Each of our schools is unique, and has their own vision and values in order to provide our children with the opportunities they deserve.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards

David Blackwell
Headteacher
Springfield Primary School

About the school

Everyone involved at Springfield works very hard to make the school a happy and safe place for the children to flourish and grow. We aim to provide our children with the skills that they will need to reach their full potential. We believe in traditional values but we are always aware that we are preparing the children for today and tomorrow. Our emphasis is on teaching children how to improve their own learning and developing skills to live harmoniously with others.

The primary phase of education is one of the most important in a child's learning journey and at the centre of their future development. It is a time when we aim to nurture in children, a lifelong love of learning. In leading children on this journey, we pride ourselves on making the route fun and, exciting. We are very proud of all our children and staff.

Our School Vision and Aims are based on the outcomes of the Every Child Matters agenda and promote the developing of skills and attitudes needed to become successful adults in the 21st century.
We also recognize the need to prepare our children for life in a rapidly changing world, where an understanding and tolerance of other people is so necessary.

- Develop an outstanding school of choice that will be a recognised example of success for others in the City of Derby, with strong partnerships within education and across the wider community

- Educate children to become health-conscious adults who make reasoned, informed choices, enjoying good physical and mental health.

- Ensure the safety and well being of all members of the school community and develop an ethos of caring and collective responsibility for every individual.

- Achieve very high standards across the curriculum, through learning that is enjoyable and relevant, helping every child realise their full potential.

- Encourage children to take advantage of opportunities and be active participants in their education and the local community, developing self-confidence and promoting positive behavior.

- Develop a love of learning, equipping the children with the skills needed for life and raising the aspirations of the pupils in the school.

- Enrich the experiences of our pupils, to enable them to live their lives harmoniously in a multi-cultural and inclusive environment, with a respect for diversity.

Children in the ERF have access to an adapted version of the mainstream curriculum and, in addition to this, there are sessions that focus on communication and language; social activities and life skills. The children are in small groups for English and Maths, with learning carefully targeted to meet the needs of each child, in order to help them succeed.

Our Secure building and outdoor area provide safe and nurturing environment; in addition to this, our children also benefit from the fantastic outdoor facilities of the main school and develop their independence and life skills through visits to the local community.

Our skilled team of teachers and support staff ensure that each child's timetable is carefully designed to meet individual needs, providing rich opportunities for children to achieve. Children with an Enhanced Resource place belong to one of the ERF's four classes, as well as being a member of one of the schools mainstream classes, meaning that they have opportunity to access all the facilities and provision available within the mainstream school and the Enhanced Resource Facility.

Employee Benefits

Springfield Primary School has a supportive working culture which is designed to support our employees. Together, we share a mission to improve educational standards, and work in collaboration to deliver on our goals. Above all, we understand that we all benefit from creating a working environment in which teachers and education support professionals feel valued and able to derive satisfaction from their work.

As part of this we:

- Recognise the importance of employee wellbeing, mental health and a managed workload, and the place that wellbeing plays in the recruitment and retention of employees.
- Encourage employees to undertake training and development including apprenticeship opportunities, and where appropriate, to explore new challenges within the Trust. Professional development is central to the annual professional performance review framework.
- Are open to ideas which help to improve the employee experience and encourage the sharing of good practice between schools.
- Are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- Conduct regular employee wellbeing surveys and review feedback to celebrate our successes and monitor areas for improvement.
- Promote professional development including secondment options and opportunities for career development across our family of schools.
- Provide a Trust Newsletter and employee wellbeing updates.
- Provide guides to managing stress, support for symptoms of menopause and domestic abuse
- Recognise the importance of mental health champions in our schools and the provision of mental health training for managers.

At Springfield we offer a range of employee benefits, we believe that by involving, developing and valuing employees and by supporting them to look after their wellbeing that our employees feel a sense of belonging to our school.

Workplace

Springfield offers free on-site secure parking and safe cycle storage.
We have a warm and friendly staffroom where you can help yourself to tea, coffee and whatever you need to brew the perfect cuppa at no cost to you.
A long service award for employees who have reached the goal of 25 years' service across one or more of our schools.

Wellbeing

Occupational sick pay: For those times when you are not well enough to be with us, we provide occupational sick pay to help you financially.
Eye care and Flu jabs: As a valued employee, you can claim reimbursement for an eye test for regular Visual Display Users (as defined by HSE), claims are limited to one claim per 12-month period.
Occupational health: We work with an occupational health provider to ensure that employees are safe and well in the workplace and that we are providing wellbeing support for employees wherever we can. Counselling and other therapies can also be secured through occupational health for employees where needed. Where our employees are unable to work for health reasons and meet specified criteria, we support applications for ill health retirement under the LGPS and TPS. For further information please visit their website; Home - Schools UK

Shopping discounts

Discounts for Teachers, Cycle to Work scheme, Blue Light Card and Uni Days provide a variety of benefits and money saving opportunities for all Springfield employees.

Visiting the School

We would recommend a visit to the school prior to applying for the post, to meet the Headteacher and other senior leaders, and look around the school. Please phone or email C.goodwin@springfield.odysseyct.org.uk to book your appointment.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Springfield Primary School, which clearly demonstrates your suitability for this role. Applications can be submitted via email to C.goodwin@springfield.odysseyct.org.uk, Teacher Application in the subject line, or by post, for the attention of David Blackwell, to the following address: Springfield Primary School, West Road, Spondon, Derby, DE21 7AB.

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below. Wherever possible, please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by 12 noon, Monday 7th December 2026.
Interviews for the role will be confirmed.
General Data Protection Regulation Our privacy notice can be found at https://www.odysseyct.org.uk/gdpr/

Springfield 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. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

We are committed to equality of opportunity in employment and services

Springfield Primary School is part of the Odyssey Collaborative Trust

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities
Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

JOB DESCRIPTION AND PERSON SPECIFICATION

Post Description: Class teacher

Salary: Main Pay Scale

Responsible to: Headteacher

Responsible for: Teaching a class of pupils

Key Purpose: To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

JOB DESCRIPTION

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.

2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

2. To ensure a close match between the learning experience offered, and the individual needs of all of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

3. To provide children with opportunities to manage their own learning and become independent learners.

4. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

6. To maintain a high standard of display both in the classroom and in other areas of the school.

7. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.

8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.

11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

12. To take responsibility for the management of other adults in the classroom when appropriate.

13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Teaching and Learning

· Be a professional role model, clearly and consistently demonstrating quality first teaching, classroom organisation and display, and high standards of achievement and behaviour.

· Undertake monitoring activities and evaluations and provide feedback in line with school policy.

· Model highly effective teaching, learning and building of effective relationships.

· Liaise with the SENCO and other colleagues in order to raise learning potential for children with SEND and those identified through the Pupil Premium Funding.

· Respond to and support the implementation of national and local initiatives, ensuring staff are fully informed and up to date on changes.

· Work with colleagues to implement coaching and mentoring systems to ensure the support and development of all staff working within the school.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

· Enactment of Health and Safety requirements and initiatives as directed

· Ensuring compliance with Data Protection legislation

· At all times operating within the school's Equal Opportunities framework

· Commitment and contribution to improving standards for all pupils

· Contributing to the maintenance of a caring and stimulating environment for pupils

SAFEGUARDING

• Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.

• Comply with the school's Safeguarding Policy in order to ensure the safety and welfare of children and young persons.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

PERSON SPECIFICATION

Job Title: Class teacher	**Salary Range:** Teachers Main Pay Scale
Responsible to: Head teacher, Local Governing Board and Odyssey Collaborative Trust	**Location:** Springfield Primary School

The Person Specification outlines the main attributes needed to adequately perform the post specified. It gives prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates by assessing them against the following criteria. Please show evidence of these competencies in your application.

A = Application form, L= supporting letter, T= task, I = Interview.

	Qualifications and Experience	Essential (E) / Desirable (D)	Method of Assessment
1.	Qualified Teacher Status	E	A
2.	Successful and sustained teaching experience within the primary phase	E	A
3.	Evidence of successful subject leadership, improving pupil outcomes across the school	E	A, L, I
4.	Evidence of relevant continuing personal professional development	D	A, L
5.	Leading whole school CPD, with a positive impact on pupil outcomes	E	A, L, I
6.	Demonstrate experience of effective child protection and safeguarding	E	A, L, I

	Skills and Abilities	Essential (E) / Desirable (D)	Method of Assessment
1.	The ability to lead and manage school staff effectively and efficiently and work with other professionals and agencies	D	L, I
2.	The ability to communicate effectively to a wide range of different audiences (verbal, written, presentational, using ICT as appropriate).	E	A, L, I
3.	The ability to plan, organise and deliver innovative lessons	E	I, T
4.	The ability to lead, model and manage positive behaviour throughout the school	E	A, L, I
5.	The ability to manage, interpret school information and data for recording, monitoring, evaluation and reporting	E	A, L, I, T

	Knowledge	Essential (E) / Desirable (D)	Method of Assessment
1.	Has a broad overview of the key components and expectations of the National Curriculum	D	A, L
2.	Has the ability to lead curriculum development and manage innovation and change as part of being a Subject Leader	E	A, L, I
3.	How to use information and data to set targets, raise attainment , progress and plan an appropriate course of action for whole school improvement	E	I, T
4.	Understands how children and young people learn and develop and the importance of effective transition	E	A, L, I
5.	Knows how to improve the quality of teaching through effective monitoring and evaluation of learning.	E	A, L, I
6.	How to manage health and safety policy and promote and safeguard pupil welfare	E	I, T
7.	An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	E	I, T
8.	An understanding of how to promote the achievement of disadvantaged pupils	E	L, T
9.	Has up-to-date knowledge of relevant legislation and guidance in relation the safeguarding of children	E	I, T
10.	Understands the role of senior leaders in accounting for the performance of the school to the Headteacher, CEO, Trustees and external agencies	E	L, I

	Effective Professional Relationships	Essential (E) / Desirable (D)	Method of Assessment
1.	The ability to be an effective team player that works collaboratively and effectively with others.	E	I
2.	Support, motivate, challenge and inspire colleagues and pupils by leading through example.	E	A, L, I
3.	Ability to secure staff accountability	E	L, I

4.	Can deal successfully with a range of situations that may include conflict resolution	E	A, L, I
5.	Experience of liaising with Governors, with an understanding of the role of an effective Governing Board	D	L,I
6.	Experience of building effective relationships with parents, with an understanding of why this is so important	E	L,I
7.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A, I

Date of issue: ……

Name and signature of Post holder: ……

Name and signature of Headteacher: ……