



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Class Teacher



*Nurture, Inspire, Believe, Achieve*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. Much Wenlock Primary School is situated in the picturesque town of Much Wenlock. It is a wonderful community school, with the children drawn mostly from the local area and town centre.

We are a popular school with around 180 children on roll, in 7 classes. We also have an onsite Nursery which caters for children from 2 years upwards. The school prides itself on having a close-knit and nurturing feeling.

Much Wenlock Primary School is a successful school where pupils achieve well. We pride ourselves on *creativity* and a love for all the subjects in our *creative curriculum*, embracing special talents and celebrating all successes. We take great pride in our school. Our Senior Leadership Team is constantly in pursuit of excellence whilst putting the children's and staff's best interests at the heart of all decision making. We are a very dedicated whole-school team who set high expectations for our pupils, and have the well-being, enjoyment and progress of both children *and* staff at the centre of our positive ethos.

We are committed to enriching the curriculum for our children through a wide range of after school- clubs, trips, performances, House competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children and regularly draw on the local links and town centre history that sits on our door step.

We have a very inclusive approach. Our Learning Mentor supports children, parents and teachers within the school.

At Much Wenlock Primary School, our community is very important to all of us: this includes children, staff, and families past and present. This means that our pupils are well behaved, enjoy their learning and consider school to be an important part of their life, along with their teachers - of whom they value very much.

Our staff are our greatest asset: we are committed to continued professional development for all our staff as we aim to make our community as successful as possible. We foster open, professional and respectful relationships across the school and staff well-being and happiness is paramount.

Carl Litchfield, Headteacher

## About our Trust



The 3-18 Education Trust has an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



Bowbrook  
Primary School

<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
Education  
Trust

<b>Title of Post</b>	Class Teacher
<b>Post Status</b>	Maternity Cover Contract 1.0 FTE
<b>Salary/TLR/ Allowance</b>	M1 – M6
<b>Reporting to</b>	Headteacher

### Main Purpose

Under the direction of the Headteacher, the Class Teacher must play a major role in the school community and:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document;
- Meet the expectations set out in the Teachers' Standards.

The Teacher is subject to the provisions of the School Teachers' Pay and Conditions Document.

### Teacher Duties & Responsibilities

Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;

Adapt teaching to respond to the strengths and needs of pupils;

Set high expectations which inspire, motivate and challenge pupils;

Promote good progress and outcomes by pupils;

Demonstrate good subject and curriculum knowledge;

Participate in arrangements for preparing pupils for external tests;

Create a stimulating and safe learning environment;

Inform parents of children's progress through formal and informal parent consultations and an annual report;

Take part in CPD as appropriate to the role;

Undertake duties and tasks under the reasonable direction of the Headteacher;

## **Subject Co-ordination**

In order to carry out this responsibility the post holder should:

- Become sufficiently expert to advise staff;
- Scrutinise subject work throughout school on a half termly basis (at least);
- Monitor the teaching and learning in the subject throughout school and feedback to teachers;
- Work with the SLT to analyse whole school data;
- Develop and implement subject policy, plans, targets and practices;
- Provide those who teach the subject with support, where appropriate;
- Keep abreast of new developments through reading and attending appropriate courses and research best practice within other schools;
- Action plan for the subject area, developing priorities for improvement and driving this forward;
- Plan and organise enrichment linked to your subject, curriculum days, visitors, trips, clubs etc;
- Ensure the subject is a priority within a broad and balanced curriculum and promoted to parents via PR; Be responsible for a curriculum area of display.

## **Whole-school organisation, strategy and development**

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;

Make a positive contribution to the wider life and ethos of the school;

Be willing to lead extra-curricular activity and attend some school events;

Work with others on curriculum and pupil development to secure coordinated outcomes.

## **Health, safety and discipline**

Promote the safety, safeguarding and wellbeing of pupils;

Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

## **Professional development**

Take part in the school's appraisal procedures;

Take part in further training and development in order to improve own teaching;

Where appropriate, take part in the appraisal and professional development of others.

Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

## **Communication**

Communicate effectively with pupils, parents and carers;

Collaborate and work with colleagues and other relevant professionals within and beyond the school;

Develop effective professional relationships with colleagues.

### **Personal and professional conduct**

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

### **Safeguarding**

Take responsibility for understanding and following school safeguarding policies and procedures.

### **Other Responsibilities**

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and comply with all school policies and procedures

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos and aims of the School and Trust

Appreciate and support the role of other professionals

Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Bachelor's Degree</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Excellence in classroom teaching</li> </ul>	Evidence of leading a core subject
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Ability to interpret and analyse class data to track and monitor student performance.</li> <li>• The ability to build positive relationships with colleagues, students and parents</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies • Ability to create a calm, well-organised and attractive learning environment</li> </ul>	Experience and willingness to lead extra-curricular activities
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Excellent personal skills and the ability to become a valuable part of a real team</li> <li>• A genuine belief and alignment with Much Wenlock's values and ethos</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools



## Application & Appointment Process

An application form can be obtained by contacting the school.

Please send completed applications to ***admin@muchwenlock.shropshire.sch.uk***

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 5pm, Monday 5<sup>th</sup> June 2023**

**Shortlisted candidates will be invited to teach at Much Wenlock Primary School: W/C 12th June 2023**

**Interviews will take place: Tuesday, 13<sup>th</sup> June 2023**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://muchwenlock.shropshire.sch.uk/>*