



Penn Wood Primary and Nursery School
Penn Road, Slough Berkshire, SL2 1PH
Telephone: 01753 521811
Email: enquiries@pennwood.slough.sch.uk

October 2025

Dear Candidate,

I am delighted to hear of your interest in the **Y4 maternity cover teaching** position at Penn Wood Primary and Nursery School, starting January 2026.

Penn Wood is a large school with a family-feel which values teamwork and invests in quality development of staff. We know relationships are central to success and believe that *putting staff first* ensures that our children receive excellent teaching and access to a high-quality curriculum.

We have an established history of developing staff at the early stages of their careers as well as supporting more experienced staff in their professional journey as teachers and leaders. Here are some comments from colleagues who have recently joined Penn Wood:

"Joining Penn Wood as an ECT has been wonderful; the staff are friendly, supportive and encouraging and the pupils are enthusiastic and respectful. The school is vibrant, diverse and offers many exciting opportunities for pupils and staff".

Early Career Teacher in second year of teaching, Joined PW in Sept 2023.

"I am absolutely delighted to be working at Penn Wood. From the moment I arrived, I felt incredibly welcomed by both the staff and the children, which has made the transition both smooth and enjoyable. The supportive environment here is truly remarkable - I am constantly encouraged to grow professionally and personally, with colleagues always offering guidance and assistance when needed. It's a lovely place to work, with a positive and collaborative atmosphere that makes teaching both fulfilling and rewarding. I feel fortunate to be part of a warm and dedicated team".

Teacher in 7th year of teaching, Joined PW in Sept 2024.

Penn Wood has excellent facilities and a vibrant attractive learning environment with staff parking. We offer a generous PPA entitlement, have a team of specialist teachers and coaches for PE, music, computing and French and can offer support from a highly-experienced team. As a Talk for Writing Training Centre, staff pride themselves on excellent teaching of English and we are part of the Voice 21 project, prioritising oracy in our classrooms and beyond. Coaching is prioritised to support teachers in honing their practice and leaders encourage ambition and encouragement to make a contribution to subject teams. Staff are encouraged to utilise their skills across the year groups and consider work-life balance and the excellent curriculum, supports them in the delivery of high-quality teaching. All teachers are provided with a laptop and iPad for professional use and assigned a mentor/coach. We are always excited to develop the talent of our staff team and share 'bright spots' about the good practice we see. We warmly invite you to visit the school and find out more.

I enclose a Job Description and Person Specification for the role.

Headteacher: Mrs C. Fletcher
Deputy Head: Mrs J. Shears
Deputy Head: Mrs E. Mann



Talk for Writing





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Please complete the application and write your personal statement using the person specification requirements. Please note that shortlisting will assess how your supporting statement addresses the Person Specification and it is vital that you ensure that you fully address the criteria and demonstrating your knowledge, skills and experience.

Although the closing date is Friday 7th November, we welcome early applications and these will be considered on receipt. Shortlisted candidates will be invited to an interview process, which will include a panel interview with Senior Leadership, a written task and a short observation with children.

I thank you for your expression of interest and wish you the very best in the process. Please do not hesitate to contact us to find out more or arrange a visit. We look forward to welcoming you soon.

Best wishes,

Claire Fletcher
Headteacher

Headteacher: Mrs C. Fletcher
Deputy Head: Mrs J. Shears
Deputy Head: Mrs E. Mann



Talk for Writing

