



Great Malvern Primary School

Part of the Mercian Educational Trust

**Upper KS2 Class Teacher
Full time Maternity Cover**

**Start Date 2nd June 2025
(September 2025 can be considered)**

Closing Date: 4th April 2025

Start Date: 2nd June 2025

Headteacher: Sarah Green

CEO: Dafydd Lawday





Contents

Contents

	Page
Information from Headteacher	2
The Recruitment Process	5
About the School	6
Job Description	8
Person Specification	12
Employee Benefits	18



We are **curious**.
We are **determined**.
We are **ambitious**.

Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Class Teacher at Great Malvern Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for a full-time class teacher, who will be covering maternity absence, to join our team who understands the importance of working in this way and is fully supportive of our vision and values. Someone who will demonstrate that they can offer our community commitment and skill to enhance the experiences and enable our ambitious learners to meet their full potential across the curriculum.

If you want to find out more about our school, you may choose to view our website (<https://www.greatmalvernprimary.com/>) or our very active social media feeds. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Sarah Green

Headteacher



Are you a teacher who...

- *.. is passionate about education and providing children with a rich range of learning opportunities across all subjects within the curriculum?*
- *Do you consider yourself a flexible, creative and forward-thinking teacher?*
- *Can you demonstrate the ability to innovate, explore and lead new ideas as a whole school?*
- *Can you demonstrate that you can achieve very good progress in teaching and learning, whilst also maintaining a healthy work-life balance?*
- *Are you able to establish a happy, safe, and engaging classroom environment for children to thrive and colleagues to learn from?*
- *Are you excited about being a key part of our school; working tirelessly and collaboratively to build sustained success and reputation?*
- *Can you instigate confidence and pride in our school community?*
- *Do you inspire others to aspire to greater achievements?*
- *Are you committed to your professional development and actively support others to develop professionally?*

If you can answer yes to the above questions we would love to hear from you.



We are **curious**.
We are **determined**.
We are **ambitious**.



Teaching within the Mercian Educational Trust

Our teachers are:

Excited by the opportunity to shape a school and the trust

Understand the importance of working closely with families from diverse backgrounds

Familiar with a school culture lead by a strong ethos and distinct values

Our teachers have

A supportive and inclusive environment

Leaders committed to staff well-being

Access to development and CPD

Opportunities to work with colleagues across MET



We are **curious**.
We are **determined**.
We are **ambitious**.



The Recruitment Process

Closing Date: 12pm Wednesday 30th April 2025

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our School Office at GMPSOffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Wednesday 30th April 2025 at 12pm. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Tuesday 6th May 2025.

Please contact our School office on 01684 574219 or via email at GMPSOffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check



We are **curious**.
We are **determined**.
We are **ambitious**.



About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the opportunity to undertake a wide range of experiences.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our curriculum alongside our school values of Curiosity, Determination and Ambition which are enhanced by a balanced and interesting enrichment programme of additional experiences and visits.

Great Malvern School has powerful global links with Martinshamba Primary Schools in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.



We are **curious**.
We are **determined**.
We are **ambitious**.



About Our School



Key Information about our school	
Type of school	Primary School
Age Range	3 to 11 years
Location	Lydes Road, Malvern, Worcestershire, WR14 2BY
Trust	Mercian Educational Trust
Number of children	340
Number of classes	15 (including nursery)
Average class size (primary)	24
Last Ofsted Inspection	September 2024
% eligible for Pupil Premium Funding	53%
% of children with SEN	16%
% of children with EAL	2%



We are **curious**.
We are **determined**.
We are **ambitious**.



Job Description

Job Title: Upper KS2 Class Teacher (Maternity Cover)

Salary Scale Point: M1 to M6

Employer: Mercian Educational Trust

Closing Date: 30th April 2025

Interview Date: 6th May 2025

Starting Date: 2nd June 2025 / 1st September 2025

The current class teacher is leaving to go on maternity at May half term. We are looking for a class teacher who is ideally able to start with us on the 2nd June but we will consider a start date of 1st September 2025 for the right candidate. The position is initially for 1 year to cover the maternity absence but there is a possibility that the contract could be extended at the end of this period.

Job Purpose

To have responsibility for teaching an assigned class and to be responsible for the day to day work and management of classes and the safety and welfare of the pupils as appropriate.

Supervisory details

The post holder is responsible to the Headteacher for his/her teaching duties and responsibilities and teaching tasks. Where relevant the post holder is responsible for the supervision of the work of a teaching assistant.



This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



Generic Responsibilities

- To promote the aims and objectives of the school and maintain its philosophy of education and to support the Headteacher in promoting the ethos of the school.
- To meet and conform to the appropriate standards set out in the Teachers Standards and the current School Teachers' Pay and Conditions document or such other revised document/s as identified by the Department for Education.
- To follow any current and applicable School Policies under the direction of the Headteacher.
- To respond to the needs of the school, with particular reference to the teaching of groups and classes within the school, as deemed necessary by the Headteacher

Specific Responsibilities- Class Teacher

- To meet the expectations of a class teacher as determined by the Teachers' Standards document and the School Teachers' Pay and Conditions Document and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.
- To create and manage a caring, supportive and purposeful classroom environment.
- To plan and prepare lessons in order to deliver the Early Years Foundation Stage Statutory Framework and the school's schemes of work, ensuring teaching is of the highest standard.
- To identify clear teaching objectives and learning outcomes with appropriate challenges and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.



We are **curious**.
We are **determined**.
We are **ambitious**.



Specific Responsibilities- Class Teacher

- To plan opportunities to develop the social, cultural and emotional aspects of pupils' learning.
- To mark attendance registers, ensuring absence and lateness are accounted for, communicating with the school office staff when they are not.
- To maintain a regular system of monitoring, assessment record keeping, and reporting of pupils' progress.
- To ensure appropriate records are available for the transfer of pupils.
- To communicate and consult with parents on all aspects of their children's education – academic, social, and emotional.
- To work co-operatively as part of a phase team, including planning work and supervising support staff and parent helpers.
- To actively take part in professional development, sharing expertise and experiences as required.
- To actively extend my own professional learning using collaborative study, attendance at INSET, and reading to keep abreast of new developments.
- To work alongside other members of staff to review and innovate the curriculum.
- To participate as required in meetings with colleagues, other professionals, and parents.
- To maintain a stimulating, organised, interactive, and informative learning environment that encourages each child to achieve their potential.
- Contribute to the development, implementation, and evaluation of the school's policies, practices, and procedures in such a way as to support the school's values and vision
- To follow guidance and support from members of the leadership team.



We are **curious**.
We are **determined**.
We are **ambitious**.



Specific Responsibilities- Class Leader (continued)

- To control and oversee the use and storage of books, stationery, and other teaching materials related to their teaching, ensuring that appropriate Health and Safety Regulations are observed.
- To actively and positively participate in performance management reviews.
- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils in line with the school's Behaviour Policy.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.
- To carry out any other duty which is deemed reasonable by the Headteacher



We are **curious**.
We are **determined**.
We are **ambitious**.



Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of teaching in different settings		
Experience of leading TAs		
Excellent classroom practitioner and commitment to make learning engaging		
Experience of having been involved in a whole school initiative		
Experience of playing a role in implementing a School Improvement Plan		
Experience of teaching across the primary age ranges		
Education and qualifications		
Degree Level Qualification		
Qualified Teacher Status		
Evidence of continuing and recent professional development relevant to the post		



We are **curious**.
We are **determined**.
We are **ambitious**.



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to teach mixed ability groups.		
Supporting and promoting the policies, practices and ethos of the school and trust		
Knowledge and confidence in using IT for teaching and management purposes		
Good understanding and use of observation, assessment and planning including AfL, target setting and tracking		
Ability to employ appropriate teaching strategies to address a range of learning styles		
Ability to create an exciting, stimulating and interactive learning environment inside and outdoors		
Understanding of behaviour management techniques for groups and individuals and promoting positive behaviour		
Excellent organisational skills and ability to prioritise		
Excellent interpersonal skills		













We are **curious**.
We are **determined**.
We are **ambitious**.



Person Specification Skills and Attributes








Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Have a passion for learning and for enabling pupils to develop as enthusiastic learners		
Commitment to safeguarding and promoting the welfare of children		
Experience of delivering support or training to colleagues in school		
Experience of working with children with SEND		
Ability to use comparative information about attainment		
Experience of leading a subject across school		
Experience of working in other key stages.		
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community		
Experience of working with Read Write Inc.		
Up to date ICT knowledge and skills.		



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Understanding of data analysis and the important impact this can have on achievement and attainment.		
Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.		
Good understanding of the role of parents and the community in school improvement and how this can be practised and developed		
Personal Qualities		
Ability to make positive and professional relationships with all members of the school community including parents and governors		
Ability to meet deadlines and respond positively to high expectations		
A friendly and approachable style, while maintaining professional boundaries		
Excellent organisation skills but the ability to be adaptable and flexible		



We are **curious**.
We are **determined**.
We are **ambitious**.



Person Specification Personal Qualities (continued)

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to be calm and resilient when under pressure		
Excellent time-keeping		
Ability to communicate effectively (orally and in writing) to a variety of audiences		
Ability to create a happy, challenging and effective learning environment		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
An appetite and stamina for challenging work		
A solution focused mindset and determined 'no excuses' approach to raising standards		
A lively, creative and good humoured approach to all aspects of teaching, management and leadership.		



We are **curious**.
We are **determined**.
We are **ambitious**.



Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children		
Ability to perform a role that requires engagement in regulated activity relevant to children.		

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



We are **curious**.
We are **determined**.
We are **ambitious**.



Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jobs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



We are **curious**.
We are **determined**.
We are **ambitious**.