



GREENSHAW
LEARNING TRUST



**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Part-time Class Teacher at Green Wrythe Primary School. We are actively recruiting talented candidates for a teaching role in our mainstream Ark department.

Green Wrythe Primary is a successful and unique school consisting of two departments Ark and Rainbow, and was rated Good in all areas at the last Ofsted inspection in April 2023. Ark, is our one form entry mainstream school department. Rainbow is our specialised education department for 59 children with autism.

We are proud members of the Greenshaw Learning Trust, a ‘family’ of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the ‘whole child’ to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our [‘Why you should work for GLT’](#) recruitment brochure on our jobs portal.

Green Wrythe Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information via the office email office@greenwps.org. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Anoushka De Sampayo
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

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| Line Managed by: | Headteacher |
| Line Management: | Class based staff |
| Contract: | Permanent |
| Salary: | <p>Salary calculated in line with Teachers Outer London Main and Upper pay scale, points M1-M6, U1-U3.</p> <p>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)</p> |
| Hours of Work: | 13 hours a week, 2 days a week - 0.4fte, days to be confirmed |
| Place of Work: | Green Wrythe Primary School, Green Wrythe Lane, Carshalton, SM5 1JP |
| Medical Examination: | The appointment is subject to a satisfactory medical report |
| Superannuation: | <p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.</p> <p>GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.</p> |
| Holiday Entitlement: | Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure. |
| Probation Period: | New employees are required to complete a six-month probationary period |
| Disclosure & Barring Service Check: | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check |
| Right to Work Check: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance |

Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Key Accountabilities

To be responsible for the management and support of children in your class; the knowledge and planning of the curriculum; assessment, recording and reporting; the classroom environment and effective communication with parents to achieve effective learning for all pupils.

Teaching

- a. Plan and deliver engaging lessons that meet the needs of all students, including those with special needs requirements.
- b. Create a safe and stimulating classroom environment that fosters learning.
- c. Setting and marking of work carried out by the pupil in school and elsewhere.
- d. Assess, record, and report on the development, progress, and attainment of students.
- e. Collaborate with colleagues to ensure consistency and progression across the curriculum.
- f. Engage with parents, carers, and the wider community to support student learning and well-being.

Other Activities

- a. Promote the general progress and wellbeing of individual pupils assigned to you.
- b. Make records of and report on the personal and social needs of pupils.
- c. Communicating and consulting with the parents of pupils.
- d. Communicating and cooperating with professional persons or bodies outside the school.
- e. Ability to match work with pupils individually and as a group and to provide for individuals within the group including provision for the most and least able.
- f. Develop initiative and interest in pupils and help them to become independent learners.
- e. Contribute to the wider life of the school through extracurricular activities and events.
- g. Use an appropriate range of resources to assist pupils' learning.
- h. Present and display pupils' work effectively.
- i. Use the National Curriculum targets and profile components as they are introduced, and relate them to a broad based curriculum.

Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils, in accordance with school policy and requirements of the National Curriculum.

Performance Management

Participating in any arrangements within an agreed notional framework for the Performance Management of your performance and development and that of other teachers. The arrangements for appraisal having been mutually agreed.

Review and Further Training

Regularly review and reflect on your methods of teaching and programmes of work. Participating in arrangements for your further training and professional development as a teacher.

Educational Methods

Assist and cooperate with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health & Safety

Maintain reasonable good order, behaviour and discipline among the pupils, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

Participate in meetings at the school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.

Cover

In accordance with the Trust's policy on cover, supervise and, as far as practicable, teach any pupils whose teacher is not available to teach them.

Administration

Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the management and allocation of classroom equipment and materials.

Attend assemblies, register attendance of pupils and supervise pupils, whether these duties are to be performed before, during, or after school sessions.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria | Essential | Desirable |
|--|--|--|
| Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience: | | |
| | <ul style="list-style-type: none"> • Educated to degree level or equivalent. • Qualified teacher status • Experience in teaching diverse groups, including pupils with special educational needs in KS1/KS2 | <ul style="list-style-type: none"> • Evidence of ongoing professional development • Experience of successful use of Support Staff to support learning in class. • Experience of leading and managing a National Curriculum Subject Area |
| Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to: | | |
| | <ul style="list-style-type: none"> • Teach to a consistently high standard • Have a strong understanding of the National Curriculum requirements including assessment arrangements • Plan well sequenced lessons that are engaging and provide opportunities to retrieve prior knowledge • Adapt teaching and provision to meet individual learning needs • Monitor, assess, record and report on pupil progress to ensure that the curriculum has a positive impact on learning • Skillfully manage behaviour, conduct and relationships in class. • Have high expectations for the achievement of all children • To work collaboratively and build positive professional relationships with staff, and parents • Create a well organised, stimulating and inspiring learning environment • Effectively use IT skills for teaching and administration purposes • Knowledge of SEN Code of Practice | <ul style="list-style-type: none"> • Reflect on own performance as a teacher • Know and understand the processes for preparation and administration of statutory National Curriculum tests/Screening • To be able to work effectively with professionals from a variety of agencies. • Know and understand Restorative Practice and regulation techniques • Demonstrate knowledge of current educational trends and initiatives |

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:

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| | <ul style="list-style-type: none"> • Commitment to the school's ethos and values: Aspirational Caring Respectful Resilient Accepting Reflective • Commitment to safeguarding, equality, diversity and inclusion • Commitment to getting the best outcomes for all pupils | <ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively • Good organisational skills and the ability to prioritise tasks, set targets and monitor effectiveness. |
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on 23rd April 2025. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held week beginning 28th April 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post *1st September 2025*

6. Additional information

Visits to the school are warmly welcomed, and we appreciate that due to the Easter holidays visits may need to take place after an application has been submitted.

For further information, please contact *Tamsin Evans, School Operations and Office manager - tevens48@greenwps.org; 020 8648 4989*

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.