



GREEN WRYTHE PRIMARY SCHOOL

RECRUITMENT PACK

Part of the
 GREEN SHAW
LEARNING TRUST



Green Wrythe Primary School,
Green Wrythe Lane,
Carshalton,
Surrey, SM5 1JP

Telephone: +44 (0)20 8648 4989

Email: office@greenwps.org



Dear candidate

Thank you for your interest in the role of Class Teacher at Green Wrythe Primary School. We are actively recruiting talented candidates for a teaching role in our mainstream Ark department. 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 have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Tamsin Evans: tevens48@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

ABOUT OUR SCHOOL

At Green Wrythe Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. We are 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. Our aim is to give students at Green Wrythe Primary School a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

Department/team information

We are 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 highly specialised resourced provision department for 59 children with autism.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with Outer London Main and Upper Pay scales pay scale, points M1-M6, U1-U3

HOURS OF WORK

32.5 hours a week, Monday-Friday - job share will be considered

PLACE OF WORK

Green Wrythe Primary School, Green Wrythe Lane, Carshalton, Surrey SM5 1JP.

PENSION SCHEME

- 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.

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.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Class Teacher
Responsible to:	Headteacher
Responsible for:	Class Based staff

ROLE OVERVIEW

We are looking for an enthusiastic class teacher to join our committed school. The successful candidate will motivate, challenge, support and inspire our students. They must have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

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

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

OTHER RESPONSIBILITIES

- Promote the general progress and wellbeing of individual pupils assigned to you.
- Make records of and report on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and cooperating with professional persons or bodies outside the school.
- 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.
- Develop initiative and interest in pupils and help them to become independent learners.
- Contribute to the wider life of the school through extracurricular activities and events.
- Use an appropriate range of resources to assist pupils' learning.
- Present and display pupils' work effectively.

- Use the National Curriculum targets and profile components as they are introduced, and relate them to a broad based curriculum.

ASSESSMENT AND REPORTS

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to student's attainment, progress and achievement.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

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 duties and responsibilities in this job description are not restrictive and you 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.

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.

	Essential	Desirable
Qualifications and training		
Good Hons. Degree.	x	
Qualified Teacher Status.	x	
Experience in teaching diverse groups, including pupils with special educational needs in KS1/KS2	x	
Willingness to undertake further CPD.	x	
Experience of successful use of Support Staff to support learning in class		x
Evidence of wider professional development		x
Experience of leading and managing a National Curriculum Subject Area		x
Skills and experience		
Have a strong understanding of the National Curriculum requirements including assessment arrangements	x	
Plan well sequenced lessons that are engaging and provide opportunities to retrieve prior knowledge	x	
Excellent interpersonal and teamwork skills	x	
Adapt teaching and provision to meet individual learning needs	x	
Monitor, assess, record and report on pupil progress to ensure that the curriculum has a positive impact on learning	x	
Effectively use IT skills for teaching and administration purposes	x	
Knowledge of SEN Code of Practice	x	
Ability to teacher to a consistently high standard	x	
Skillfully manage behaviour, conduct and relationships in class.	x	
Have high expectations for the achievement of all children	x	
Create a well organised, stimulating and inspiring learning environment	x	
Excellent communicator – sensitive, compassionate and effective	x	
Knowledge of strategies to inspire and improve outcomes for students	x	

Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners	x	
Know and understand Restorative Practice and regulation techniques		x
Demonstrate knowledge of current educational trends and initiatives		x
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
Reflect on own performance as a teacher		x
Know and understand the processes for preparation and administration of statutory National Curriculum tests/Screening		x
To be able to work effectively with professionals from a variety of agencies.		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 13th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held Thursday 19th June 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

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



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton, SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



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