

ST. PETER'S
PRIMARY
SCHOOL



EVERYONE COUNTS

ST PETER'S
PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

St. Peter's Primary School
Normanton Road South Croydon
Surrey CR2 7AR

Telephone: 020 8688 5414
Email: admin@st-petersprimary.co.uk



Dear candidate

Thank you for your interest in the role of Early Years Lead and Class Teacher at St. Peter's Primary School. We are looking for an experienced EYFS teacher to lead our early years phase and teach full time in Reception from September. If you are that person and feel ready to take a step forward and move into your first leadership role and develop your career then this may be the job for you so, please read on!

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.

St Peter's 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, Teresa Stace: careers@st-petersprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Caroline Barriball and Samantha Sandle,
Co-Headteachers

ABOUT OUR SCHOOL

St Peter's is a diverse and inclusive school in the south of the London borough of Croydon. We are a happy and caring school where every child is encouraged to work to achieve their best. Our hard-working and dedicated staff never stop looking for ways to enhance the experiences we offer our children.

With around 420 pupils, we still have a close-knit family feel that nurtures all pupils and families and allows for a sense of belonging. We are a values-based school and our six core values underpin everything that we do:

- *Care*
- *Respect*
- *Empathy*
- *Aspiration*
- *Tolerance*
- *Equality*

Each of our values has a set of sub values and every half term we focus on one of our core values and its sub-values. If you want to find out more about our values based education ethos, please take a look at our school website 'Values' page.

We strive to reach high standards, and this is further embedded through our successful relationships with parents and the local community. Education is best done in partnership between home and school, and we regard parents as an active partner in their children's education and value their interest and support.

In July 2024, we became part of the Greenshaw Learning Trust, a trust which seeks to build a 'family' of like-minded schools that share essential values and a common ethos and vision for education and learning, and collaborate to provide mutual support, share their good practice and learn from each other.

We are passionate about our school and work exceptionally hard to create a unique place of learning for our children. If you would like to find out more, please do not hesitate to contact us.

TERMS AND CONDITIONS

CONTRACT

- Permanent

SALARY

- Salary calculated in line with Teachers Main/Upper pay scale.
For this role, applications will only be accepted from teaching staff currently on M3 upwards.

HOURS OF WORK

- Full time, Monday to Friday, 1.0 FTE

PLACE OF WORK

- St Peter's Primary School, Normanton Road, South Croydon, Surrey CR2 7AR.

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:	Reception Class Teacher and EYFS Lead
Responsible to:	Headteacher
Responsible for:	Reception team (comprising teaching and support staff)

ROLE OVERVIEW

We are looking for an enthusiastic teacher who will also take on the responsibility of leading our EYFS team. The successful candidate will motivate, challenge, support and inspire our students. They must also have proven and relevant experience in EYFS teaching.

MAIN DUTIES AND RESPONSIBILITIES AS EYFS LEAD

- Lead the EYFS curriculum and support the SLT with raising standards in Teaching and Learning.
- Set high expectations and continuously monitor and evaluate the effectiveness of learning outcomes and provision across EYFS.
- Carry out day to day line management of the early years team, ensuring effective use of all staff within the team.
- Understand and carry out performance management duties for all staff within the early years phase.
- Oversee the Baseline Assessment procedures for the school
- Support behaviour management in EYFS in line with the school behaviour policy; ensuring that children understand our values from the beginning of their education at St. Peter's

MAIN DUTIES AND RESPONSIBILITIES AS CLASS TEACHER

- Deliver the EYFS curriculum to the highest possible standard.
- Ensure that learning is matched to individual pupils' needs, taking into account all aspects of inclusion; using a variety of teaching methods and catering for different learning styles, ensuring equality of opportunity for all.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Identify clear learning objectives and plan how they will be taught and assessed.
- Set tasks which challenge pupils and ensure high levels of interest.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Encourage pupils to think and talk about their learning, and to develop self-control and independence, resilience and concentration.

- Encourage good practice with regard to punctuality, behaviour, standards of work and homework;
- In line with our school values, using praise, sanctions and rewards consistently and fairly.
- Evaluate your own teaching critically to improve effectiveness.
- Be a positive role model who consistently models the attitudes, values and behaviour which are expected of pupils and at all times observing proper boundaries appropriate to a teacher's professional position.
- Follow school policies and procedures.
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- Use our school tracking system (Insight) (training will be provided if required).
- Assess how well learning objectives have been achieved and use such data to improve specific aspects of teaching and plan further learning opportunities.
- Mark and monitor pupils' work, provide constructive guidance for improvement and set targets for progress.
- Assess and record pupils' progress systematically and keep records in accordance with school policy.
- Prepare and present informative reports to parents.

CURRICULUM DEVELOPMENT

- Have lead responsibility for EYFS and develop plans which identify clear targets and success criteria for its development and/or maintenance.
- Contribute to the whole school's improvement planning activities.

OTHER ACTIVITIES

- Make records of, and reports on, the personal and social needs of pupils;
- Communicate effectively with parents/carers and any other relevant external agencies/individuals/stakeholders with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Work collaboratively with others to develop professional relationships.
- Promote the learning and wellbeing of pupils.
- Make a positive contribution to the wider school ethos.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.

- To prioritise and manage time effectively, ensuring continued professional development in line with the role.
- 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

- Ensure that pupils are safeguarded at all times and that the school Child Protection Policy is understood and adhered to.
- 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		
Degree level education	x	
Qualified Teacher Status	x	
Evidence of wider professional development		x
Willingness to undertake further CPD	x	
Skills and experience		
Experience of teaching in EYFS with evidence of good progress and achievement of pupils	x	
Up to date knowledge of the national curriculum, with particular reference to EYFS	x	
Previous experience of teaching phonics and early reading	x	
Excellent classroom management skills and the ability to maintain a positive, productive learning environment leading to very good progress for all pupils.	x	
A high level of literacy and numeracy skills with excellent verbal and written communication skills.	x	
The ability to create an effective and stimulating learning environment	x	
Excellent interpersonal and teamwork skills	x	
Experience of developing positive relationships with parents, carers and other stakeholders	x	
Experience of using assessment and data to accurately monitor and evaluate student progress and provide constructive feedback	x	
Ability and knowledge to use a range of strategies to manage effective learning behaviour	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
A solid understanding of child protection and good safeguarding practice and how to implement this in the school environment.	x	
Show a clear understanding of the principles of equal opportunities and inclusion and the ability to put these into practice	x	
Personal attributes		
Committed to the safeguarding of children	x	

A love of teaching and enthusiasm for learning.	x	
Patience, resilience, integrity and flexibility.	x	
The ability to motivate and enthuse both pupils and adults.	x	
A positive and proactive attitude	x	
Willingness to arrange or participate in extracurricular activities for pupils as required.	x	
A good sense of humour.	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 12th May 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 during the week beginning 19th May 2025 (exact date to be confirmed). 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
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