



# Teacher – Reception Year

## Job Pack

Mulberry Wood Wharf Primary  
(Part of the Mulberry Schools Trust)



# Welcome

The Mulberry Schools Trust is a flourishing multi-academy trust set up in 2017 in Tower Hamlets. Our vision is to provide an outstanding education so that our students leave us as highly qualified, confident and articulate young people. Our family of schools includes Mulberry School for Girls, Mulberry UTC, Mulberry Academy Shoreditch, Mulberry Stepney Green Maths, Computing and Science College, Mulberry Wood Wharf Primary, Mulberry Academy Woodside, Mulberry Canon Barnett Primary and Mulberry Academy London Dock

In each of our schools, we have a very clear statement of purpose – ‘outstanding achievement for all’. This vision is underpinned by the desire to do more for high-quality education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate, and imaginative offer for parents and their children in East London.

By joining the Mulberry Schools Trust, Mulberry Wood Wharf Primary, will become part of our family of schools, with a commitment to working together to secure a great future for every child within our care.

The values of the Trust align directly with those of Tower Hamlets. We have stayed true to our ethos and principles since our founding moment. We base our policies on fairness, transparency and inclusion, whilst taking into consideration the ever-changing world our students are growing up in.

Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our families and we hold true to the fundamental principles of equal opportunity and inclusion for all. Visit our website below for more information about our work.

We look forward to meeting you.

**Dr Vanessa Ogden**

CEO  
Mulberry Schools Trust



# Our Vision

Our vision is to be a key provider for quality education so that all of our students leave us as highly qualified, confident and articulate young people with a wealth of experience.

This vision is under-pinned by moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high-quality offer.

A Mulberry education is premised on three under-pinning principles:

1. Access to education and the chance to be educated is a human right in a civilised world.

We believe that every young person should receive the same opportunities and quality of education, regardless of their natural ability or where they come from. Our Trust was formed to enable our partners to deliver the best possible educational outcomes for their young people and the communities they serve through sharing expertise and promoting outstanding practices.

2. Education should provide rich intellectual and personal development for individuals and communities of people.

An education offered by the Trust is concerned with the spiritual, moral, social, cultural and physical development of people so they have self-determination and can create for themselves fulfilled, happy lives. It is also concerned with equipping people for employment, making a contribution to the economy as well as enabling them to sustain themselves financially.

3. Education is a public good.

To have universal school education brings economic and social benefits to the whole of society; it creates greater peace, prosperity and economic and social well-being. The Mulberry Schools Trust is outward facing and contributes to education beyond the doors of its own schools.

These principles shape the aims of the Trust's education: the curriculum that is delivered, the personal development that is offered and the wider opportunities that are provided across the system.

# Our Aims

Our aim is to develop creativity, leadership and a life-long love of learning in our students which will enable them to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

Every student will receive an education that:

1. Engenders high levels of academic and technical ambition
2. Provides rich personal development
3. Enables the development of students' high aspirations and self-determination

# Bringing Down Barriers to Success

Our shared background in providing for disadvantaged communities has inspired the Trust to build up a broad network of partnerships to aid and develop student experience, opportunity, drive and success. It is our belief

that there should be no barriers to each child's future and that society should, and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching that is reinforced by excellent support for learning and intervention.
- Deliver inclusion services that assist personal development.
- Provide excellent pastoral care so no student goes unsupported.
- Continually develop strong leadership and have high levels of expertise in education, supplemented by knowledgeable, committed and challenging governance.

## Partnerships with Impact

The Mulberry Schools Trust's corporate and arts partners, such as Bank of America Merrill Lynch, the British Film Institute, the National Theatre, the London Stock Exchange Group, the Donmar Warehouse, the Southbank Centre, Barts NHS Trust and others, will all contribute extensively and be central to the wider extra-curricular experiences that the Trust is able to offer to achieve its aims.



# About Mulberry Wood Wharf Primary

Mulberry Wood Wharf Primary is a new primary free school, it is a two-form entry primary school, mainly serving families in the new Wood Wharf housing development where over 3,000 new homes have been built, and the surrounding area.

Our vision for Mulberry Wood Wharf Primary is to create an outstanding, fully inclusive primary school that ensures the needs of all children are met and which makes a vibrant and meaningful contribution to residents in the surrounding area.

We believe in the importance of primary education in shaping a child's adult life. We know that children's futures are often formed by the age of ten and we regard the place of nursery and primary education as an essential part of our family.

Our curriculum offer at Mulberry Wood Wharf Primary will ensure children learn about their local and national communities and international issues. We will encourage active participation through child-led activities, such as working with charities, fundraising and helping others. We will ensure children are fully aware of both their rights and responsibilities. We will use our curriculum as a vehicle for children to be educated about current world issues, such as the environment, poverty and human rights.

Coherent routes through education from nursery through to age 19 are powerful, not just for children but for schools and their communities, in terms of improving practice and knowing families well, establishing long-standing positive relationships to benefit children as they progress.

Mulberry Wood Wharf Primary is based in Canary Wharf in the Wood Wharf district of Canary Wharf, Isle of Dogs, London, E14.

## The School Day

The school day for Mulberry Wood Wharf Primary will be as follows:

- 8.00-8.45 Breakfast club
- 8.50-9.00 Arrival
- 9.00-12.00 Free flow, phonics teaching and guided learning
- 1.00-3.30 Free flow, maths and guided learning
- 3.30-6.00 Enrichment/after school classes / wrap around supervision

### Hours allocation per week / % curriculum time

In other Key stages, we will allocate curriculum time within the timetable, as follows:

- English and literacy 7.5 Hr 33%
- Maths, Numeracy and Computing 7.5 Hr 33% Science and PE 3 Hr 13%



- Arts/MFL 3 Hr 13%
- Humanities/PSHE and RE 1.5 Hr 7%



## The Curriculum

The curriculum is ambitious, broad and balanced, tailored to the needs of Mulberry Wood Wharf Primary's community. It is consistent with the fully inclusive, aspirational vision of the Mulberry Schools Trust and focused on outstanding achievement for all. Mulberry Wood Wharf Primary will be an educational environment in which all pupils will become accomplished and confident with the skills and aspirations to move to each phase of their education from early years to primary, on to secondary and into higher education, training or employment at age 19.

Our Early Years curriculum is designed to create a nurturing and inclusive environment where children:

- Build **secure attachments** with their teachers and peers, forming the strong relationships needed for emotional security and confidence.
  - Experience a **mini world** where they can thrive, explore, practice, make mistakes and learn through purposeful play and meaningful contexts, making mistakes as part of their growth.
  - Feel **happy** and safe, fostering a **love for learning** and curiosity about the world around them.
  - Develop **strong foundations** in skills, knowledge, and dispositions to ensure they are ready for the transition into Key Stage One.
  - Engage in **high-quality interactions and conversations** that enrich their vocabulary and deepen their understanding of the world.
  - Begin to recognize and understand their **feelings** and develop strategies to **self-regulate**, building resilience and emotional awareness.
  - Grow into confident, curious, and motivated learners with a lifelong passion for discovery and development.
- This intent ensures every child is supported to reach their full potential, setting them up for future success.

## CURRICULUM PRINCIPLES

Our aims are focused on the intellectual, practical and personal development of children. The following underpins our curriculum model:

- English – A swiftly growing competence in the essential basic skills of speaking, listening, reading and writing with the ability to use language fluently to express themselves through a variety of forms.
- Maths – A swiftly growing competence in the essential basic skills of number and mathematics, promoting their proficiency in logic, problem-solving and number pattern, with an appreciation of the use of number throughout daily life, as well as in its more abstract forms
- Foundation subjects and RE – A strong knowledge and understanding of the world around them learned through the foundation subjects and RE, with a love of learning and the ability to pursue their passions further independently. The arts, sciences, computing and digital technology will be at the forefront of our enrichment programme for pupils, drawing upon the resources of our external partners
- Spiritual, moral, social and cultural development – A deep knowledge of themselves through engagement with PSHCE and rich, varied and frequent opportunities for spiritual, moral, social and cultural development.
- Creativity – The capacity for imagination, curiosity and creativity, promoting the desire for discovery, invention and entrepreneurialism
- Learning without limits – Resilience and self-regulation in learning, with a 'growth mindset' and the ability to know when to ask for help from peers and adults and how to find it
- Social skills – A range of social skills, capability in teamwork and capacity for independence from adult support in learning
- Engagement with the physical environment – Experience of outdoor learning, engaging with the environment through physical activity and exploration. There will be a full range of trips and visits to promote this development
- Self-care and physical development – Knowledge of self-care and how to look after physical health as well as emotional and mental well-being



# Job Description

<b>Job Title:</b>	Classroom Teacher
<b>Reports to:</b>	Headteacher
<b>Salary scale:</b>	Main scale and UPS (dependent on experience)
<b>Duration:</b>	Permanent

## About the role

This is a classroom teacher role for Reception year at Mulberry Wood Wharf Primary.

This role involves teaching Key Stage One. The school opened in September 2022. From September 2025 the school will have:

- Two Reception classes
- Two Year One classes
- Two Year Two class
- One Year Three Class

The school will build and grow each year from this until it reaches full capacity of 420 children.

## Priorities for Mulberry Wood Wharf

- Support the Headteacher in the development and embedding of a high-quality curriculum at Mulberry Wood Wharf Primary
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment at Mulberry Wood Wharf Primary.

## Key Accountabilities, Duties and Responsibilities

All teachers will be responsible to the Headteacher of the school for ensuring the general good order and discipline of the school, and the implementation of all policies.

All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks in the school are seen as inter-related.

The post holder is expected to be sensitive to the needs and expectations of the local community.

## Main Responsibilities:

Teaching and Pastoral Responsibilities. As outlined in the School Teachers' Pay & Conditions document, you will have a teaching commitment throughout the school. This will involve, amongst other responsibilities:

- planning and delivering lessons;

- maintenance of pupil and class records;
- completion of pupils' subject reports and profiles;
- assessment, monitoring and evaluation in line with school policy;
- setting of pupil targets;
- attendance at departmental meetings;
- contribution to the provision of teaching materials within the department;
- setting and marking of regular homework;
- running extra-curricular programmes of learning and other enrichment activities;
- the maintenance and care of all stock and resources.

In addition to a teaching commitment, all teachers are expected to undertake pastoral responsibilities. As a teacher at Mulberry you will also be required to undertake the following additional responsibilities in this job description.

### School leadership

- To contribute to the well-being and development of the school by the supervision of children and to model good behaviour to children.

### Curriculum content

- To assist with curriculum planning, incorporating the whole-school policies, contributing to curriculum development as may be required, implementing the homework policy and ensuring that work is effectively monitored.

### Development of school

- Assisting in the development of school initiatives and attending meetings as required
- Assisting in the preparation of support materials and schemes of work, including monitoring and evaluating their effectiveness;
- Keeping up to date with recent curriculum developments;
- Participating in the provision of in-service training;
- Developing their own skills through in-service training for colleagues when appropriate and participating in the teacher appraisal programme;
- Contributing to committees & working parties, as necessary.

### Administration

- Maintain assessment records according to school policy and within current legislation;
- Assist in providing information to families and colleagues about the work of the Key Stage and the progress of children. This may include material for the school prospectus and staff and school handbook

### Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher, commensurate with the grade of this post.

## Additional duties

- To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and children to follow this example.
- To ensure the Key Stage contributes to our extensive enrichment / intervention programme.
- To attend all parents' meetings relevant to teaching role.

## Other specific duties

- To continue professional development
- To engage actively in the appraisal review process
- To lead on a specific area of responsibility to support the aims of the school

## Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation.

## Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust.
- Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- To assist management/leaders in preparing, implementing and updating all relevant risk assessment for their area of responsibility.

# Person Specification

The applicant will have an understanding of the importance of their teaching role as well as their wider responsibility to the progress of the whole school.

The post holder will:

- Have relevant qualifications and experience including QTS
- Demonstrate they have an overview of the needs of the whole school as well as pupils for the Early Years
- Be aware of current relevant legislation and educational developments
- Have an understanding of the curriculum and factors contributing to the learning experience of pupils and the pedagogy of how children learn best
- Demonstrate a positive approach to change
- Have relevant skills and qualities, and a flexible approach to the demands of the post
- Be able to work under pressure and meet deadlines
- Be able to work as part of a team, valuing the contribution of other members
- Demonstrate commitment to all school policies
- Have an understanding of the needs of pupils with Special Educational Needs and be able to respond to those needs.
- Have a good understanding of the Early Years Foundation Stage Curriculum

## Personal Attributes

- Presents a positive role model in carrying out duties and when representing the school.
- Commitment always to act with integrity, honesty, loyalty and fairness
- Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning
- Demonstrate excellent analytical, interpersonal and organisational skills to the high professional standard required to work effectively with colleagues, leadership teams and other schools within the Trust
- Be able to work as a team, valuing the contribution of other members whilst holding people to account
- Have experience of working sensitively with colleagues to improve their quality of teaching with positive outcomes
- Be able to interpret theory into practice appreciating how different contexts influence decisions made
- Be a good listener who exemplifies to others how to be an effective reflective practitioner and life-long learner
- Possess excellent communication skills both verbal and written
- Warmth and enthusiasm, with an ambitious approach to promoting children's learning
- A desire to learn and participate in appropriate training

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

*This job description and person specification is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder.*

## How can I apply?

You will need to complete the online application available on the school's website, explaining why you are the perfect person for this exciting opportunity. Please be aware that we do not accept any CVs.

Please return your application to [admin@mulberrywoodwharf.org](mailto:admin@mulberrywoodwharf.org)

If you have any questions about the role or the process, please get in touch with the school's HR Business Partner, Husna Bibi - [hbibi@mulberryschoolstrust.org](mailto:hbibi@mulberryschoolstrust.org).

**Closing Date:** 24<sup>th</sup> February 2025

**Interview Date:** TBC

**Start Date:** September 2025

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.