



# Temporary Class Teacher

# Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

**Lee Barber**  
CEO



# About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

## **Our Vision:**

Transforming lives through the power of learning.

## **Our Mission:**

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

## **Our Values:**

Innovation : Collaboration : Excellence



## **Our Values**

### **Innovation**

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



### **Collaboration**

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



### **Excellence**

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



# Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

## **Primary Education**

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

## **Secondary Education**

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

## **Central Services**

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

# The Role

Hallam Primary School are seeking to appoint a full-time, temporary class teacher from September 2026 for 1 year. The successful candidate will join us to complete a strong team and contribute to the school's success. We are looking to appoint someone who is keen to work as part of a team, willing to inspire and motivate pupils and have a good understanding of school improvement.

Visits to the school are warmly welcomed on the following dates:-

30<sup>th</sup> April – 11am

7<sup>th</sup> May – 1.30pm

Please contact the school office to arrange 0114 2304430.

**Application forms and further information regarding the role (including a job description) can be obtained at: [www.hallam.sheffield.sch.uk](http://www.hallam.sheffield.sch.uk) where there is a link directly to the TES website. The information can also be found on the Sheffield City Council and DfE websites.**

Completed applications should be returned to: [smcgloin@hallam.sheffield.sch.uk](mailto:smcgloin@hallam.sheffield.sch.uk)

**Please do not use the Local Authority application form.** Hallam Primary School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

Salary Range	MPS
Hours of Work	Monday – Friday
Responsible To	Headteacher
Responsible For	Teaching designated pupils and undertaking associated pastoral and admin duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies. To undertake tasks related to the development of a curriculum area
Benefits	<ul style="list-style-type: none"><li>• Local Government Pension Scheme.</li><li>• Salary Sacrifice Car Scheme.</li><li>• Cycle to Work Scheme.</li><li>• Discounted membership for Westfield Health.</li><li>• Occupational Health.</li><li>• Wellbeing Programme.</li><li>• Continuous CPD and Training.</li></ul>

# Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

## Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

## General Responsibilities

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's policy on discipline and behaviour
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

## Class Teacher Tasks:

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents

- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class
- To contribute to the provision of a safe and secure learning environment.
- Any other duties and responsibilities appropriate to the grade and role.

**All the above duties and responsibilities to be carried out in accordance with INOVA Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.**

# The Person

The successful candidate will demonstrate the following:

Skills and Knowledge	<ul style="list-style-type: none"><li>• Thorough knowledge and understanding of teaching and learning issues.</li><li>• Ability to generate, organise and analyse data in order to raise standards.</li><li>• Thorough knowledge and understanding of assessment.</li><li>• Understanding of the school's ethos and behavioural policies.</li><li>• Excellent organizational skills and the ability to manage workload effectively.</li><li>• Ability to communicate effectively with students, staff, parents.</li><li>• Ability to adapt communication style to different audiences and situations.</li></ul>
Qualifications and Experience	<ul style="list-style-type: none"><li>• Teacher Qualified</li><li>• Evidence of further relevant professional/leadership development.</li><li>• Further professional qualifications.</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Positive, enthusiastic and kind</li><li>• Has high expectation for all children and enjoy working with parents and families in partnership, enabling children to succeed</li><li>• Creative and inspiring to make learning relevant and fun</li><li>• Excellent judgement and integrity</li><li>• Ability to develop and maintain excellent working relationships with all members of the school community</li><li>• Team player</li><li>• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.</li></ul>

# How to Apply

The closing date for applications is 9am Friday 8<sup>th</sup> May 2026 and interviews will be held on Friday 15<sup>th</sup> May 2026.

## Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

### Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

### Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

**Please Note:** Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

**Policies:** Our approach to safeguarding and school safeguarding policies can be found on the Trust website:[Safeguarding | INOVA Multi-Academy Trust](#)

## **Equality and Diversity**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

## **Data Protection**

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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