



Middleton St Mary's CE (VC) Primary School



PERSON SPECIFICATION – UNQUALIFIED TEACHER (HLTA/COVER SUPERVISOR)

SALARY: UQT1-3

Start date: 01 September 2025

Information relating to the post:

- **Closing date for applications: Thursday 3rd July @ 12 noon**
- All sections of the application form should be filled in appropriately and returned to the **Headteacher – Naomi Wood** head@msmleeds.co.uk
- Interviews will be held: **We hope to carry out face to face interviews on Monday 7th July 2025.** Please return your application before the closing date via email to head@msmleeds.co.uk Should you have any questions regarding the position, please also address these to the email above.
- The school is committed to the protection and safeguarding of all children and young people. The successful applicant will be subject to a Disclosure and Barring Record Check (Enhanced Disclosure) from the Criminal Records Bureau before the appointment is confirmed.
- The Governing Board look forward to receiving your application and thank you for your interest in this post.

Attributes	Essential	Desirable	How Identified
Qualifications & Training	• Evidence of training relevant to age group • Evidence of keeping up to date with the national agenda • GCSE Maths and English	• HLTA status • Qualified Teacher Status • Good Honours Degree or equivalent • Evidence of or willingness to undertake further training and professional development	Application
Experience	• Successful teaching experience within the primary sector • Must have covered lessons in KS1 or EYFS • Proven good or outstanding practitioner that can demonstrate children making very good progress with their learning • Experience of working alongside, and leading the work of other adults within the classroom/team	• Experience of leading a subject. • Experience of leading a curriculum subject to drive standards. • Experience of differentiating planning and using Assessment for Learning • Experience of deepening learning.	Application Interview Teaching Observation
Knowledge & Understanding	• A sound knowledge and understanding of the expectations within the Primary Curriculum and End of Year expectations. • Knowledge of Maths Mastery approach – Maths Hub. • Understanding of how children learn differently and the ability to use a range of teaching & learning techniques to enable all pupils to make good progress. • Knowledge of phonics. • Commitment to personal welfare, safeguarding of children and equal opportunities for all	• Excellent Phonics knowledge (Read Write Inc) • Read Write Inc. Spelling knowledge • Knowledge of how to use formative and summative information to analyse the performance of pupils and to set targets • Knowledge of writing and implementing Individual Education Plans	Application Interview Teaching Observation

Personal Qualities/Skills and Abilities	• Ability to make learning fun for our children • Self-motivated, adaptable and committed to achieving high standards • Commitment to equality of opportunity and inclusion • Good IT knowledge and skills relating to planning, assessment, teaching and learning • Enthusiasm and commitment to the ethos and aims of our school • Willingness to be involved with or provide extra-curricular activities • Ability and willingness to manage and develop curriculum areas • Commitment to working as a team with pupils, staff, parents, governors, the church and the community • Proactive in seeking opportunities to develop own professional practice • Ability to plan and work collaboratively with colleagues.	• A good sense of humour • Interest in developing innovative practice • Embrace opportunities that arise to enhance pupil's learning • Flexible approach to learning	Application Interview Teaching Observation References
Circumstances	• In sympathy with the aims of this Church of England Voluntary Controlled School.	• A practising member of the Church of England	Application References Interview

Oct 2024