



Class Teacher Application Pack

Woodthorne Primary School

Contents



Class Teacher

Application Pack

- 1. About Perry Hall Multi-Academy Trust**
- 2. Trust Safeguarding Statement**
- 3. About Woodthorne Primary School**
- 4. Training and Development**
- 5. Job Description/Personal Specification**
- 6. Post Information**
- 7. Recruitment Privacy Notice**
- 8. Contact Details**

About PHMAT



Perry Hall Multi-Academy Trust has a singular, clear and unwavering purpose: to improve outcomes for all children across the Trust regardless of their starting point in life.

This is achieved by delivering a world class education, by ensuring pupils perform above national expectations, by providing holistic support to our pupils and their families and by adding value to the pupil experience at every given opportunity.

We safeguard and protect all of our schools, providing a platform from which we can grow and succeed together.

Our ethos is to support, collaborate and empower our schools to succeed. We celebrate their individuality and cherish their respective identities. Every one of our schools is different, with unique challenges, opportunities and personalities. We recognise that as a strength and something to be celebrated.

School to school support and staff CPD is provided by the PHMAT Training and Development team and creates an environment wherein all our schools work together to prosper and share best practice. It also provides a number of opportunities for staff to enhance their careers and share their specialist knowledge to others who are able to benefit from it, resulting in better outcomes and experiences for our children.

Values and Vision Statement

Personal Growth

Honesty

Mutual Respect

Ambition

Teamwork

We aim to provide outstanding education to enable every child to succeed at all levels. Through a clear vision which drives strategic direction, we endeavour to be recognised as a Trust that retains and grows robust leaders and governance by suitably equipping them to make substantial improvements at pace, putting the children's well-being, safety and education at the heart of every decision.

By establishing a sustainable framework for continuous improvement and professional growth, we will provide learning of the highest quality for all stakeholders, enabling success for everyone.

Trust Safeguarding Statement



Perry Hall Multi-Academy Trust schools first priority is the welfare of our children. We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In our Trust Schools, we aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

Please refer to our Academy SEND policy to view our procedure on early identification and intervention of additional needs.

Everyone working with our children should be aware that:

- Their role is to listen and note carefully any observations that could indicate abuse
- They should not attempt to investigate once initial concern is raised

About Woodthorne Primary School



‘Inspiring a love of learning to last a lifetime’.

All of the children at Woodthorne Primary receive a well-rounded education that prepares them for their future lives, this is of upmost importance to all staff within Woodthorne Primary School.

Our children learn and explore through a wide variety of activities and challenges in an environment where they feel safe and happy. Our dedicated and hardworking team of staff continuously encourage pupils to try their absolute best in everything they do and to treat those around them with upmost respect.

Our Core Values

Woodthorne’s Core Values communicate our school’s story – its mission, standards and desired outcomes. They provide the foundation for building the type of atmosphere we want to foster. They are the terms of practice that clearly define how everyone will work together to achieve Woodthorne’s vision and carry out its mission. Our core values underpin everything we do at Woodthorne Primary School. The values of Courage, Ambition, Respect and Excellence spell out the acronym ‘Care’; we are a caring school and demonstrate this by showing compassion and understanding towards each other – within our community and beyond.

All members of Woodthorne Staff will embody our school values and ethos. Staff will model the expectations of behaviour, communication, excellence, kindness and respect that we expect from the children we nurture. Staff will look out for each other, communicate respectfully, demonstrate emotional intelligence in challenging situations and above all, work together as a team.

In the same way that we ensure each and every child at Woodthorne is valued, we too ensure that all staff feel this way. We regularly review staff workload, promote the importance of striking a work-life balance and create a positive working environment with a culture of collaboration and teamwork. Our open-door policy applies to staff, children and families alike. Leaders welcome feedback and ensure that all staff feel listened to and heard.



Training and Development

We believe that what ultimately leads to the best possible education for our pupils is continual, life-long learning through the provision of support and training to both new and more experienced leaders and teaching staff.

It is vital that staff development is ongoing, collaborative and experimental which is why our Trust deliver a range of bespoke training courses and support programmes which are tailored to the needs of those we are delivering them to. We understand fully that 'one size doesn't fit all' and that every school has its own individual needs and challenges.

PHMAT is proud to have a team of specialist leaders of education and expert practitioners who provide a high standard of support and training to both PHMAT schools and those outside of the Trust. The team has a shared goal – to improve the learning experience of all pupils in the Trust and provides a great number of CPD opportunities for staff across our Trust.



Job Description

Perry Hall Multi-Academy Trust

Part A : Duties as a Teacher

You are engaged as a teacher and as such shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the School Teachers' Pay and Conditions Document 2009.

Part B : Phase Taught and Responsibilities

The post requires you to teach pupils in the age range 3- 11 with responsibilities/specialisms as follows:

- To be agreed

NB

- (1) If circumstances arise in the future which require this Job Description to be reviewed, any changes will be first discussed with you, and if any area of disagreement arises, arrangements have been made for your Professional Association representative to hold a meeting to resolve the matter.
- (2) This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for an element of Directed Time.
- (3) Teachers, other than those in Voluntary Aided schools, are employed by the Wolverhampton LA and not a specific school.

Signed _____ Date _____

Signed _____ Date _____

Job Description Teacher
Duties & Responsibilities of class teachers
Responsible to Head Teacher

The following job description outlines the duties and responsibilities of class teachers at Perry Hall Primary School.

Planning:

- Teachers are to plan their teaching to achieve progression in pupils' learning through:
- Identifying clear objectives and content, appropriate to the subject matter and the pupils being taught, taking account of school policies, schemes of work, National documents.
- Setting tasks for whole class, individual and groups work, including homework, which challenge pupils and ensure high levels of pupil interest;
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils are aware of the substance and purpose of what they are asked to do;
- Identifying pupils who have special educational needs, including specific learning difficulties.

Success Criteria:

Planning ready and completed for teaching in line with school policy.

Planning meets expectations for:

- Clear objectives
- Differentiation
- Variety of teaching and learning styles used (VAK)
- Assessment for learning informed future planning and is documented in line with school policy

Evaluation:

- Headteacher / Deputy several times each half term will trawl planning
- Leadership team will carry out planning trawls at least termly
- At least termly focused lesson observations

Teaching & Class Management:

- Monitor and intervene when teaching to ensure sound learning and discipline;

- Set high expectations for pupils' behaviour, establishing and maintain a good standard of discipline through well focused teaching and through positive and productive relationships:
- Establish a safe environment which supports learning and in which pupils feel secure and confident;
- Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through implementation of the schools teaching and learning policy

Success Criteria

All classrooms to be organised in accordance with teaching and learning policy

All lessons follow structure of:

- Whole class introduction sharing learning objective / success criteria
- Stimulating, engaging learning tasks
- Plenary

Children's achievement will at least be in line with national expectations (one national curriculum level in two years)

Evidence of provision for gifted and talented learning, more able and SEN pupils

Evaluation

At least 75% of lessons observed are good or better through minimum of three and maximum of six lesson observations each year.

Monitoring, assessment, recording, reporting and accountability:

- To assess how well learning objectives have been achieved and use this assessment to improve specific areas of teaching
- Mark and monitor children's class work and homework providing constructive written and oral feedback, and setting targets for pupils' progress.
- Assess and record children's progress, through focused observation, questioning, marking and testing and use this to:

Success Criteria

Use of curricular targets, planning, strategies for day-to-day assessment and feedback on learning meets school guidelines

Evaluation

Leadership team through monitoring planning and day to day assessments to judge how assessment for learning informs planning and individual target setting on a termly basis. There are clear links between assessment and children's achievement being made.

Other Professional Requirements

- Establish effective, professional working relationships with all staff

- Set a good example to pupils, through presentation and personal and professional conduct;
- Understand their professional responsibilities in relation to all school policies and practices;
- Recognise that learning takes place in and out of the school context, and understand the need to work effectively with parents and other carers and with agencies with responsibility for pupils' education and welfare;
- Recognise the role and purpose of the school's governing body

Performance Management

To take part in the school's performance management cycle that has been approved by all staff and all governors

Curriculum Responsibility

- All fully qualified teachers will have a curriculum area responsibility to lead. This are will be designated after discussion with the headteacher. (Refer to subject leaders job description)

General Conditions

- It is the intention that the above responsibilities are in accordance with the requirements of the Teachings pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements. LEA circulars and guidelines giving interpretations of Teachers Pay and Conditions of service.
- This job description is subject to annual review. It may be amended only after full consultation with the class teacher concerned. It will be signed if agreement is reached
- If following review and amendment, agreement is not reached the appropriate procedures should be used to settle disputes.

Class teacher _____

Head Teacher _____

Personal Specification

Essential	Desirable	Evidence source
Teaching degree or equivalent and QTS status	Has experience of leading subject across school. Evidence of further professional development in order to demonstrate personal drive	Application Form Application Form
An excellent practitioner in order to be a role model in raising standards. Experience of teaching in EYFS, Key stage 1 or Key stage 2	Experience of teaching across EYFS, KS 1 and 2	Application Form References Interview
Ability to work as part of teams, in order to secure staff's commitments to the school vision. High level organisational skills High level written and verbal communication skills in order to relate effectively to pupils, staff, governors, parents (All stakeholders) Have experience of maintaining good discipline in order to provide a safe environment for children	Experience of staff development in order to support staff with a wide range of experiences in raising standards Have supported initiatives that reach out to parents and wider community in order to form a good home/ school partnership	Application Form Interview Application Form Interview Application Form References Interview
Enthusiastic about teaching Commitment to raising standards of achievement Flexible and have capacity to take on new ideas and initiatives. Have high expectations of what pupils can achieve. Can work at pace and meet deadlines		Application Form References
Has worked with a range of successful strategies to raise standards of achievement for all pupils	Recent experience of curriculum development in a key area and has led to curriculum improvement.	Application Form Interview

Post Information

Salary: Main Teachers' Pay Scale (M1 – M6)

Closing Date: 12.00pm, Friday 6th February 2026

Observation/Interview: WC 9th February

Start Date: April 2026

Contract: Permanent

Employee Benefits

Trust staff are entitled to the following:

- Yearly Well-being day or two half days
- Access to an employee benefits portal which includes a number of discount vouchers for shopping, entertainment and dining
- Cycle to work scheme
- Free will-writing service
- Free telephone counselling and online access to our employee advice and assistance portal

Visits to the school:

Applicants are encouraged to visit our academy before applying. To arrange a visit, please contact Christina Watts at c.watts@wtps.perryhallmat.co.uk or by calling 01902 921160.

Applying:

Please complete our application form which can be found on this website and email it to c.watts@wtps.perryhallmat.co.uk.

Safer Recruitment:

Within all PHMAT schools, our first priority is the welfare of all our children and we follow a strict safer recruitment procedure for any new appointments.

All staff in every role are committed to the highest standards in protecting and safeguarding the children entrusted to our care, at all times.

Recruitment Privacy Notice

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Perry Hall Multi-Academy Trust use information about individuals who apply for post within our Trust. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts with our academies, as part of our central Trust team.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as “processing”.

Under data protection law, individuals have a right to be informed about how we collect, use and share personal data in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Perry Hall Multi-Academy Trust is registered as a ‘data controller’ with the Information Commissioner’s Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd and they can be contacted at

DPO@PerryhallMAT.co.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Perry Hall Multi-Academy Trust only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Perry Hall Multi-Academy Trust collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Perry Hall Multi-Academy Trust needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduct online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2023.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and

decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Perry Hall Multi-Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Perry Hall Multi-Academy Trust and our schools are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Perry Hall Multi-Academy Trust will share your information with our Human Resources provider (Services 4 Schools Ltd), where they have been requested to support with the recruitment process.

We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the Trust protect personal data?

Perry Hall Multi-Academy Trust takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our Trust website: <https://www.perryhallmat.co.uk/documents/>

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Perry Hall Multi-Academy Trust.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Perry Hall Multi-Academy Trust during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your Information Rights

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer (see details in 'Contact' section below).

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your Other Information Rights:

- The right to know how your information is being used – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.
- The right to have inaccurate information amended - We uphold this right by asking you to review the information we hold on record and updating information if you provide evidence to show it has changed
- The right to have information removed or deleted from your records – We uphold this right by removing or deleting your information that we are no longer required to keep
- The right to temporarily restrict how your information is used - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- The right to object to us using your data for certain purposes – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)
- The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI) – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

Withdrawal of consent or the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Trust directly in writing.

If you would like to exercise any of these rights or request copies of your personal data, please let us know by contacting our Data Protection Officer (see details in ‘Contact’ section below).

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance.

You also have the right to contact to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: DPO@PerryhallMAT.co.uk , or in writing to: For the attention of the Data Protection Officer, Perry Hall Multi-Academy Trust Business Team, PO Box 7177, Greenacres Avenue, Wolverhampton, WV1 9DB

Contact Details

Address

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Woodthorne Road South
Wolverhampton
WV6 8XL

Call

01902 921160

Email

woodthorneprimaryschool@perryhallmat.co.uk

Visit

www.woodthorneprimary.org



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Together We Succeed