



**THORPE**  
**PRIMARY ACADEMY**

One Community, Growing Together

## CANDIDATE PACK



Proud to be part of

**KEYS**  
**ACADEMIES**  
**TRUST**

# About the School

## A Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the children in our care.

Thorpe Primary Academy is a wonderful, multi-cultural school where children feel safe, happy and secure. We are a vibrant place of learning, underpinned by expert teaching of a broad curriculum and high levels of pastoral care. Our children leave well-prepared for the next phase of their education, taking with them a love of learning, a curiosity about the world, the ability to care about others and a confidence that they will succeed.

We are proud to belong to Keys Academes Trust, and this gives us the opportunity to collaborate with other schools and to further enhance our children's school experiences.

I hope that, by reading this information pack and by considering how your own skills match those needed to meet this fulfilling role, you will feel inspired to apply for the post. Visits to the school are very welcome; meeting the staff and the children will give you a clearer picture of the opportunity that this role offers.

Yours sincerely,

**Jamie Parkhouse**  
**Headteacher**

## About the School

Thorpe Primary School is a wonderful, multi-cultural school where children feel safe, happy and secure, and leave well-prepared for the next phase of their education. An engaging and innovative curriculum inspires children and equips them with skills, experience and confidence to achieve their best. We strive for children to develop into successful learners and well-rounded individuals through high quality teaching and pastoral care across the school.

Our dedicated staff work incredibly hard to secure good outcomes for children. They work together to ensure the curriculum we offer is purposeful and memorable for all children as well as offering a wide range of extra-curricular activities and opportunities.

Our provision is enhanced by our good relationships with parents, Academy Committee and the wider community, all of whom we work in partnership with.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. Peterborough is known for its diverse and inclusive culture which is something we celebrate throughout our school; with 28% of our pupils having English as an additional language. We are proud to serve the families of Netherton and western Peterborough.

We have high expectations for all our pupils and staff, and consider our families to be partners, recognising the vital role that they play. We want to work together as a team, to fully realise the potential of all of our children.

We benefit from an on-site internal Nursery, which is the main feeder Nursery into our school. We have recently benefited from various site work to refresh our Nursery provision, including internal and outdoor spaces.

We work closely with our four Trust schools (Jack Hunt, Longthorpe Primary, Nova Primary and Ravensthorpe Primary), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Keys Academies Trust.

We benefit from wide outdoor spaces, including a luxurious school field and dedicated play areas and outdoor learning environments, including a recently refurbished outdoor EYFS and Nursery space. Due to the locality of Jack Hunt School and Ravensthorpe Primary School, our pupils are able to benefit from the Forest School environments located at the two school sites.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.

# About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school. Dr Ian Young joined the trust as its first full-time CEO in September 2022 and has led work to create the Strategic Plan 2023-26.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

## Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

### **Our staff benefit from:**

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Free parking at all Keys schools
- Nursery provision
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Open door listening policy to Senior Leaders

### **Our people vision:**

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

# Job Information



## Year 3 Teacher

### (Fixed Term Contract – February to August 2026)

Role:	Classroom Teacher
Salary:	MPS / UPS (M2 to U1)
Contract:	Fixed Term to August 26 (although with potential to extend to August 27)
Hours:	Full-time (although part-time could be considered for the right candidate)
Closing date:	Monday 2 <sup>nd</sup> February @ 12 noon
Interview:	w/c 2 <sup>nd</sup> / 9 <sup>th</sup> February 2026
Start date:	23 <sup>rd</sup> February 2026

## Job Description

To provide high quality lesson planning, preparation, teaching and assessment to allocated classes and students. In respect of these duties the teacher is accountable to and supported by the Phase Leader and Senior Leadership Team.

### Principal Duties

- To carry out the duties of a classroom teacher as laid out in the 'School Teacher's Pay and Conditions document.
- To support the Headteacher in meeting the school's agreed aims and objectives. practice of the school's policies, systems and procedures.
- To support school development by following policy and practice, school rituals and routines.
- To develop the School Improvement Plan priorities through a whole school approach to trialling initiatives as agreed with appropriate active feedback.
- To take an active and positive role in the Performance Management target setting process/the school's professional development programme/and job description reviews on a cyclical yearly basis.
- To work as a proactive member of the staff team.
- To set an example as a leader of a curriculum area taking a proactive role in managing the curriculum responsibility, its monitoring, its resourcing, setting its budget and ensuring appropriate support and staff training to self and other staff. To plan, action and evaluate the subject's development yearly ensuring other staff are kept informed of actions taken.
- To take an active role in the wider life of the school – running clubs, supporting Thorpe Community Association meetings and fund raising initiatives etc.
- To carry out any other duties the Headteacher may need to decide upon from time to time.

### Specific classroom teacher responsibilities:-

- To plan termly within the whole school long term plan, with one's partner teacher, to provide a stimulating, inter-active and motivating curriculum, using the agreed whole school formats for recording the plans. To work with staff to constantly review and evaluate the curriculum providing a creative approach through 'Excellence and Enjoyment'.
- To plan for assessment and testing within the whole school cycle and to record outcomes for individual/groups of pupils to inform teaching, using the whole school record keeping formats as agreed.
- To evaluate pupil's learning with them using the Assessment for Learning strategies.
- To provide for stimulating and motivating teaching of pupils within the medium-term plan, and by focusing effectively upon the learning objectives taught, ensuring pupils can verbalise and understand what is intended for their learning and development within each lesson



- To provide effective planning/teaching for differentiation, taking into account the individual needs of all children taught.
- To mark and evaluate pupil's work daily/regularly giving written/verbal feedback against the learning objective taught and in line with the school's marking policies.
- To provide and mark pupil's homework as agreed in the school's homework policy.
- To report effectively using whole school agreed models – to parents, outside agencies, teaching colleagues – sharing progress and planning for future teaching/pupil needs
- To support whole school targets through effective use of assessment and testing outcomes, by target setting of individual and groups of pupils to raise achievement.
- To manage effectively the direction of teaching assistant support within the classroom
- To ensure effective communication with support staff, parents and outside agencies so that clear learning objectives are shared and expectations for activities are clearly understood. This will enable the effective use of human resources to further the raising of pupil's achievement.
- Establish a partnership with parents ensuring effective communication via curriculum letters, homework letters, visit arrangements, classroom support, IEP's and GEP's and parent consultation evenings, so as to raise parental involvement in their child's education.
- To establish and maintain a classroom environment in line with whole school practice that is:-
  - Tidy/organised/labelled for access to resources
  - Informative/celebratory/interactive
  - Professionally maintained organised
  - One in which children have pride and have ownership
  - Effectively resourced

Please note that this description is not a full list of duties is illustrative of the general nature and level of responsibility of the role. It is neither an exclusive nor exhaustive comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level and context of the job, skills and grade.

This job description will be reviewed periodically.

***The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***





## Person Specification – Class Teacher

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree level qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualifications or accreditations linked to education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of successful teaching in the primary phase</li> <li>• Experience of working effectively in partnership with parents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of more than one Key Stage</li> <li>• Experience of leading a subject area, with ability to show whole school impact</li> <li>• Experience and willingness to provide extra-curricular activities for children</li> </ul>
<b>Knowledge and Understanding</b>	<p>Know and understand about the following:</p> <ul style="list-style-type: none"> <li>• Effective teaching and learning styles</li> <li>• The theory and practice of providing effectively for the individual needs of children</li> <li>• The National curriculum and age-related expectations</li> <li>• Monitoring, assessment, recording, tracking and reporting of pupils' progress</li> <li>• The statutory requirements and expectations concerning Safeguarding and Child Protection, Equal Opportunities, SEND and Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of current developments regarding the National Curriculum</li> <li>• Understanding the positive links necessary within a school, and in turn with all its stakeholders</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to inspire and motivate children</li> <li>• Ability to assess children, use AfL effectively and plan accordingly; differentiating work to meet each child's needs</li> <li>• Ability to promote positive learning behaviour throughout the class and school and to have a positive approach to behaviour management</li> <li>• Strong inter-personal skills to develop pupil and parental relationships</li> <li>• Work effectively as part of a team</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Use ICT to enhance children's learning as well as for planning, developing the curriculum and communicating</li> <li>• Able to identify own learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Show evidence of commitment to taking an active part in school-life, including out of hours activities</li> <li>• Evidence of continuous professional development and commitment to further professional development relating to curriculum/teaching and learning/career development</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Commitment to inclusion and equal opportunities</li> <li>• Resilience and enthusiasm</li> <li>• Highly motivated and able to motivate others</li> <li>• Flexible and able to act on initiative</li> <li>• Demonstrates emotional intelligence</li> </ul>	

# Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.

## How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>. Or, for a short cut, scan the code below:

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact the school office on 01733 264340. Visits to our school are warmly welcomed, please contact the school to arrange a tour by calling the office on 01733 264340 or emailing [office@tpa.keystrust.org](mailto:office@tpa.keystrust.org)



Closing date: Monday 2<sup>nd</sup> February 2026 at 12 noon  
Interview: w/c 2<sup>nd</sup> / 9<sup>th</sup> February 2026  
Start date: 24<sup>th</sup> February 2026



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**Atherstone Avenue**  
**Peterborough**  
**PE3 9UG**



**KEYS**  
**ACADEMIES**  
**TRUST**

**Ledbury Road**  
**Peterborough**  
**PE3 9PN**

Keys Academies Trust is a company registered in England and Wales. Company number 1108321.