



# Applicant Information Pack

*For every child, an Excellent Education*

**TEACHER  
MAINSKALE 1-6  
Full Time, Maternity Cover  
To start November 2024**



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. Coleham is a wonderful community school and is a really special place, full of special people.

We thrive on a fast-paced, vibrant learning environment with lots of outdoor learning and a jam-packed enrichment programme and careers education.

We are a popular school and are fully subscribed with around 425 children on roll, in 14 classes. There are two classes in each year group, so teachers have the benefit of planning and sharing expertise together.

Whilst our school is large in terms of the number of children, it has a close-knit feeling of a much smaller school. The school grounds are vast, including a wonderful conservation area.

Coleham is a successful school where pupils achieve excellent results on all measures. We pride ourselves on 'Creativity' and a love for all the subjects in our 'creative curriculum', embracing special talents and celebrating all successes. We take great pride in our school. Our Senior Leadership Team is constantly in pursuit of excellence whilst putting the children's best interests at the heart of all decision making. We are a very dedicated whole school team who set high expectations for the children and have the children's well-being, enjoyment and progress at the centre of our positive ethos.

We are committed to enriching the curriculum for our children through a wide range of after school- clubs, trips, performances, House competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children and regularly draw on the local links and town centre history that sits on our door step.

We have a very inclusive approach. All children do well at our school and Our Pastoral Leader and Nurture staff support children, parents and teachers within the school.

Pupils are well behaved, enjoy their learning and love coming to school!

We are committed to continued professional development, staff progression and career pathways for all our staff and foster open, professional and respectful relationships. We are externally facing and embrace opportunities to regularly work with other schools and share best practice. Our staff well-being and happiness is paramount as we know they are our greatest asset.



Tom Larkham, Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

The schools in our Trust include Bowbrook Primary School, Much Wenlock Primary School, Hodnet Primary School, The Priory School, Thomas Adams Secondary School and Boarding House, William Brooks School, St Martins School and Bridgnorth Endowed School.

## Job Description



<b>Title of Post</b>	Teacher
<b>Post Status</b>	Maternity Cover, Full Time
<b>Salary/TLR/ Allowance</b>	Teacher Main Payscale
<b>Reporting to</b>	Phase Leader

### Main Purpose

To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions and meet the expectations as set out in the Teachers' Standards.

### Duties & Responsibilities

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for external tests;
- Work in a year team and Key Stage team to develop, monitor and evaluate the school development plan;
- Create a stimulating and safe learning environment;
- Inform parents of children's progress through formal and informal parent consultations and an annual report;
- Take part in CPD as appropriate to the role;
- Undertake duties and tasks under the reasonable direction of the Head teacher;
- Lead a core curriculum area.

### Subject Co-ordination

In order to carry out this responsibility the post holder should:

- Become sufficiently expert to advise staff;
- Scrutinise subject work throughout school on a half termly basis (at least);
- Monitor the teaching and learning in the subject throughout school and feedback to teachers;
- Work with the SLT to analyse whole school data;
- Develop and implement subject policy, plans, targets and practices;
- Provide those who teach the subject with support, where appropriate;
- Keep abreast of new developments through reading and attending appropriate courses and research best practice within other schools;

- Action plan for the subject area, developing priorities for improvement and driving this forward;
- Plan and organise enrichment linked to your subject, curriculum days, visitors, trips, clubs etc;
- Ensure the subject is a priority within a broad and balanced curriculum and promoted to parents via PR;
- Be responsible for a curriculum area of display.

### **Whole-School Organisation, Strategy & Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Be willing to lead extra-curricular activity and attend some school events;
- Work with others on curriculum and pupil development to secure coordinated outcomes.

### **Health, Safety & Discipline**

- Promote the safety, safeguarding and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **Communication**

- Communicate effectively with pupils, parents and carers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

### **Professional Development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications, experience and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Evidence of relevant training</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A thorough knowledge of the National Curriculum</li> <li>• An understanding of current research into teaching and learning</li> <li>• An understanding of the target setting process</li> </ul>	
<b>The Classroom</b>	<ul style="list-style-type: none"> <li>• Have creative and effective learning and teaching styles to engage, motivate and enable children to progress</li> <li>• Be well organised and have the ability to manage a classroom where children are independent and motivated</li> <li>• Be able to differentiate lessons effectively to suit the needs of all children within the class and to challenge all children appropriately</li> <li>• Be able to develop a creative and exciting learning environment, where children's work is well displayed and represented</li> <li>• Ensure work is planned to a high standard and regular assessment plays an integral part in moving children forward                             <ul style="list-style-type: none"> <li>• Encourage parents and carers to work co-operatively with the school and involve them in their children's education</li> </ul> </li> </ul>	

<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Good/outstanding classroom teacher;</li> <li>• Ability to manage time effectively;</li> <li>• High level of literacy, numeracy, ICT and communication skills;</li> <li>• Be able to create and maintain effective partnerships with staff, parents/carers, children and the wider school community;</li> <li>• Have excellent communication and interpersonal skills;</li> <li>• Be approachable, flexible and committed to our school ethos and values and wider life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Share talents and hobbies in extra-curricular activities</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and passionate about teaching</li> <li>• Sets high standards for themselves and their students</li> <li>• Is able to motivate and encourage students of all abilities</li> <li>• Is able to work collaboratively as part of a team</li> <li>• Is able to organise and meet deadlines</li> <li>• Is able to work under pressure</li> <li>• Has ambition</li> <li>• Has the capacity to evaluate own performance and strive for excellence</li> <li>• Ability to research, disseminate and deliver innovative approaches to teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Has a positive outlook and inspires others</li> <li>• Has emotional intelligence and resilience</li> <li>• Is a self-reflective person.</li> </ul>

## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24-hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

**See our full list here:**

**<https://www.3-18education.co.uk/about-us/join-the-team/the-benefits/>**



## Application & Appointment Process

An application form is available to download from the school website:  
<https://colehamprimary.co.uk/home/about/our-team/job-vacancies/>

Please send completed applications to [recruitment@col.318education.co.uk](mailto:recruitment@col.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description. Please tell us about yourself and what you can offer our school.

**We would love to meet you on one of our school tours where we will show you around our brilliant school and you can meet members of our team. Please come along to our School Tours on Wednesday 25<sup>th</sup> September and Monday 30<sup>th</sup> September @ 4.30pm.**

**No booking is required, simply turn up at Reception.**

If you wish to discuss this opportunity further, please contact School Business Manager, Tracy Othen on 07900 955032.

**Closing date for applications: 9am, Friday 4<sup>th</sup> October 2024**

**Interviews will take place: Friday 11<sup>th</sup> October**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK, an online check and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [www.colehamprimary.co.uk](http://www.colehamprimary.co.uk) .*