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Job Application Pack

**Class Teacher (KS2)**

**Required for September 2025**

Platt Bridge Community School & Nursery,

Rivington Avenue, Platt Bridge, Wigan WN2 5NG

**T.** 01942 487999 | **E.** enquiries@plattbridge.cfat.org.uk

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| Head teacher Welcome Letter |
| A person in a white shirt and tie  Description automatically generated  Dear Applicant,  Thank you for your interest in the position of **Class Teacher (KS2)** to work at Platt Bridge Primary School and Nursery in Wigan.  At Platt Bridge Community School and Nursery, our vision is a simple one. We want to provide every child with the outstanding education they deserve, and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident, competent and well-rounded individual with the highest aspirations to be the best they possibly can be.  If you are a self-motivated individual with drive, inspiration and passion who can work collaboratively to provide the best experience for all pupils, staff, families and the communities that we serve, then we would welcome your application.  You’ll be joining a school team that offers:   * Pupils whose behaviour is excellent and who enjoy learning. * An exciting and caring environment in which to work. * A friendly and supportive staff who have high expectations of what can be achieved. * An ambitious and supportive leadership team with a clear vision for the school. * High quality support and professional opportunities. * A Board of Trustees and Local Academy Governors who are extremely supportive of the sole purpose to attain the highest standards in all areas. * A genuine opportunity to make a difference.   Further details of the role are provided in the job advert, job description and person specification. This is an exciting and very rewarding role, and we look forward to receiving your application.  Yours faithfully  S Wallace  **Stephen Wallace**  **Head teacher** |

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| Job Advert |
| A circular white circle with green text and blue letters  AI-generated content may be incorrect.A logo with a person in the middle  AI-generated content may be incorrect.  **Class Teacher**   |  |  | | --- | --- | | **Salary:** | **Main Scale / UPS** plus automatic enrolment into the Trust well-being Plan | | **Phase:** | UKS2 | | **Start Date:** | September 2025 | | **Contract Type:** | Permanent following an initial six-month probationary period | | **Working Pattern:** | 1265 hours over 195 days of the year in line with the Statutory Teacher Pay and Conditions Document. | | **Closing Date:** | **9am Thursday 27th March 2025 Interview Date: w/c 31st March 2025** |   If you are looking to work in a supportive and ambitious school environment in an innovative school where team work is valued and there is a caring, family ethos, this job opportunity is for you. We are looking to appoint an experienced, dedicated and enthusiastic teacher for KS2 (ideally a candidate with proven upper key stage 2 experience).  The desired candidates will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the Trust. Candidates will need to be committed to delivering the best learning opportunities for every child.  **We are looking for a teacher who:**   * is knowledgeable in implementing current good practice across all areas of teaching; * has a passion for teaching and a desire to contribute to the development of the whole school; * can work collaboratively to share expertise, which creates great opportunities for children and teachers; * promotes a love of learning.   **We are looking for applicants with:**   * Excellent classroom practice; * Experience and proven success of working in UKS2, with specific experience of teaching in Year 6; * Very high expectations of pupils’ achievement and behaviour; * Effective communication skills and a commitment to a collaborative team approach; * Excellent organisational skills; * Energy, loyalty, passion and integrity; * An ambition to develop leadership skills and qualities; * High aspirations for all children, themselves and a desire to raise standards; * QTS and an undergraduate degree.   For more information, please contact the school on 01942 487999.  We look forward to receiving your application.  **We are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications, satisfactory to the Trust.** |
| How to Apply |
| **Applications must be made online through our recruitment portal.** Please note we cannot accept CVs as part of our safer recruitment process.  Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust’s Child Protection policies and procedures.  Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.  In line with safer recruitment guidelines we will be taking up references in advance of the interview and will take them into account during the interview process.  Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.  To all recruitment agencies: We do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to our employees. We will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.  **Please note: academy schools may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.** |

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| Job Description |
| **Class Tacher**   |  |  | | --- | --- | | **Job Purpose:** | • Under the reasonable direction of the Head teacher, carry out the professional duties of a class teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).  • Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and support a designated curriculum area as appropriate.  • Monitor and support the overall progress and development of children. Facilitate and encourage a learning experience which provides children with the opportunity to exceed their individual potential. | | **Reporting to:** | Head teacher / SLT Liaison / Subject/Phase Leader | | **Liaising with:** | Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians. | | **Responsible for - Staff** | No line management responsibility other than the effective deployment of Teaching Assistants and classroom support staff. | | **Salary:** | MPS / UPS | | **Working Hours:** | Full time as specified in the School Teachers’ Pay and Conditions Document | | **Disclosure level:** | Enhanced DBS with Barred list check | | **Teaching** | | | * Set high standards which inspire, motivate and challenge children and in turn promote excellent outcomes for children. * Promote a real love for learning in all lessons. * Help develop and maintain a curriculum in line with the National Curriculum to meet the needs of individual children taking account of the wide range of ability and focussing on high achievement. * Work with other members of staff, to ensure that the extremes of the ability range are catered for within the class. * Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when appropriate. * Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum aspect(s). * Ensure efficient use and maintenance of all teaching resources within the working environment and ensure available resources are used effectively to support the curriculum. * Produce planning, which ensures continuity and progression, takes account of the individual needs of pupils and encourages the development of independent learners. * Employ a range of suitable teaching and learning strategies and styles to ensure effective learning. * Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment. * Develop, maintain and use resources appropriate to chosen learning objectives. * Liaise closely with other teachers to ensure continuity and progression across the whole school. * Create and maintain an orderly, safe, stimulating and informative learning environment. * Maintain good practice and implement changes in accordance with developments in educational theory and practice. * Set pupil targets, assess progress and maintain records in accordance with Trust policy. | | | **Pastoral Care** | | | * Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life. * Maintain a positive approach to child management, supporting the Trust’s policies relating to attendance, punctuality and behaviour. * Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved. * Ensure an agreed code of conduct is implemented following appropriate consultation with children and relevant staff. * Maintain a system of rewards and sanctions which is understood and appreciated by all concerned. | | | **Parental Involvement & Partnership** | | | * Report appropriately to parents on the needs and progress of children. * Encourage, advise and where appropriate involve parents in the education of their children and respond promptly to queries and concerns. * Uphold the Trust’s well-established links with the local community, partners, the LA and other agencies schools and academies. * Support the school in operating after school clubs and events as required. | | | **Staffing** | | | * Take part in the Trust’s staff development programme by participating in arrangements for further training and professional development. * Continue own professional development in the relevant areas including subject knowledge and teaching methods. * Engage actively in the performance excellence process. * Ensure the effective/efficient deployment of classroom support. * Work as a member of a designated team and to contribute positively to effective working relations. | | | **Quality Assurance** | | | * Help implement Academy and Trust quality assurance procedures and to adhere to those. * Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * Review methods of teaching and schemes of work. * Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and trust. | | | **Performance Management & Professional Development** | | | * Engage actively with the annual performance management review process, in accordance with the Trust’s policy. * Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities. * Ensure colleagues receive information and feedback on professional development activities undertaken. * Take part in the Trust’s staff development programme by participating in arrangements for further training and professional development. | | | **Communication and Liaison** | | | * Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers, etc. * Complete any relevant documentation to assist in the tracking of pupils’ progress and use information to inform teaching and learning. * Co-operate with others to ensure sharing and effective use of resources to benefit the children, school or wider trust. | | | **Data Protection** | | | The Trust holds information about pupils, local residents and employees, amongst others. Everyone who works for or represents the trust must protect the personal data that they use, and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role. | | | **Health & Safety** | | | * To undertake all appropriate health and safety training specific to your service area. * To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties. | | | **Other information** | | | The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.  Date: 4th March 2025 | | |
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| Person Specification / Selection Criteria |

. \* Source: A-Application, I-Interview, R-Reference, P-Presentation, T-Task, O-Observation

**Candidates failing to meet any of the essential criteria will automatically be excluded**

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| **QUALIFICATIONS** | **Essential** | **Desirable** | **Source** |
| Qualified Teacher Status | **√** |  | **A** |
| Degree | **√** |  | **A** |
| **EXPERIENCE** |  |  |  |
| Experience of teaching in Year 6 | **√** |  | **A** |
| Experience of teaching in KS2 |  | **√** | **A** |
| Recent participation in a range of INSET and Teaching and Learning |  | **√** | **A** |
| **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING** |  |  |  |
| Understanding of pupil’s educational development | **√** |  | **A/I** |
| Curriculum and assessment, including subjects and cross curricular aspects | **√** |  | **A/I** |
| Knowledge of data analysis and target setting |  | **√** | **A/I** |
| Detailed knowledge of the National curriculum including foundation subjects | **√** |  | **A/I** |
| School improvement strategies |  | **√** | **A/I** |
| Local and national policies, priorities and statutory frameworks |  | **√** | **A/I** |
| Has an excellent understanding of how to apply effective assessment techniques across EYFS or KS1/KS2 including implementing effective tracking systems. |  | **√** | **O/I** |
| Have a good understanding of positive behaviour strategies. | **√** |  | **I** |
| Understands the expectations in the Ofsted Framework regarding effective learning and teaching, particularly in reading. |  | **√** | **I** |
| To understand what is involved in the role of the school with regard to safeguarding. | **√** |  | **A/I** |
| **PROFESSIONAL SKILLS AND ABILITIES** |  |  |  |
| Must be able to analyse and use comparative data effectively to assess pupil performance and progress. | **√** |  | **A/I** |
| Good ICT knowledge and skills able to demonstrate the effective use of ICT to enhance the learning and teaching across KS1/KS2. | **√** |  | **O/I** |
| Must be able to work collaboratively and effectively in a team with the Headteacher, SLT, staff, governors, and parents. | **√** |  | **A/I** |
| **PERSONAL QUALITIES** | |  |  |
| Must be able to successfully engage parents in order to encourage their close involvement in the education of their children. | **√** |  | **A/I** |
| A teacher with a flexible approach to work who enjoys being a good team member. | **√** |  | **I** |
| Must have a high level of communication skills both orally and in writing. | **√** |  | **A/O/I** |
| **PERSONAL QUALITIES** | **Essential** | **Desirable** | **Source** |
| To be able to lead by example demonstrating good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships. | **√** |  | **I** |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit. | **√** |  | **I** |
| To practice equal opportunities in all aspects of the role and around the work place in line with policy. | **√** |  | **A/O/I** |
| To maintain a personal commitment to professional development linked to the competencies necessary to develop the requirements of the post. | **√** |  | **I** |
| Understanding of school’s role in the community | **√** |  | **A/I** |
| **OTHER REQUIREMENTS** |  |  |  |
| Application should be completed in full and free from error | **√** |  | **A** |
| Letter should be clear and concise and relate to specific post. Please do not send a CV. | **√** |  | **A** |
| **CONFIDENTIAL REFERENCE AND REPORTS** |  |  |  |
| Written reference only | **√** |  | **R** |
| Confirming professional and personal knowledge, skills and abilities referred to above | **√** |  | **R** |
| Positive recommendation from current employer/training body | **√** |  | **R** |