



Candidate Recruitment Pack

**Maternity Cover Class Teacher –  
Reception & KS1  
Highgate Infant School**

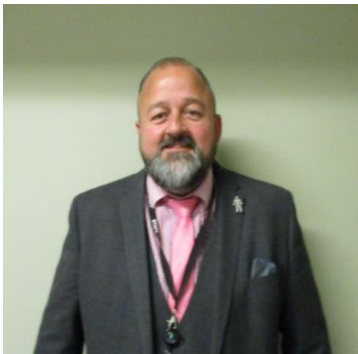
Applications considered upon receipt

[www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

[office@hig.unity-ed.uk](mailto:office@hig.unity-ed.uk)

# A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

# Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

## Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

## Specialist

Pathfinder School –  
Brooklands, Danby Wood, Douglas Bader,  
Hooper Lane, Brooklands, Rosebery

Compass –  
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

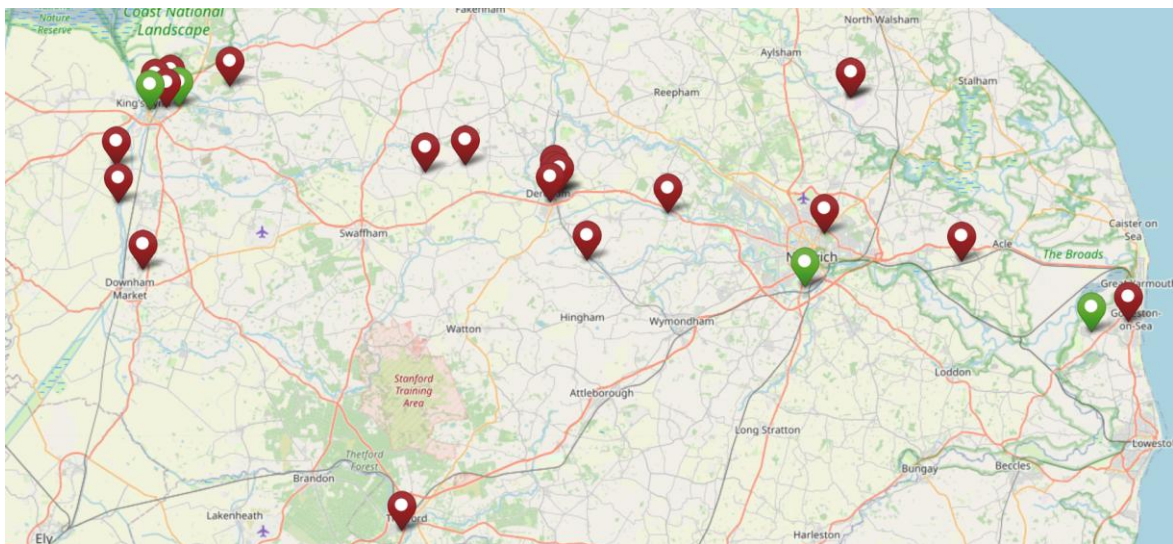
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.



## Our School – Highgate Infant School

We are a small, friendly infant school, located near the center of King’s Lynn. We cater for children with an age range of 4 to 7 years (Reception, Year 1 and Year 2).

Our school is a safe welcoming place at the heart of the community. The staff, parents and community aim to provide a High quality, balanced, enriching teaching and learning experience which is designed for the needs of individual learners.



# Underpinning principles



## Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



# Job Description

## Class Teacher

### JOB DESCRIPTION

<b>Job Title</b>	<b>Class Teacher (Maternity Cover)</b>
<b>Location</b>	<b>Unity Education Trust – Highgate Infant School</b>
<b>Grade</b>	<b>Teacher Main Pay Range</b>
<b>Responsible to</b>	<b>Headteacher</b>
<b>The post holder will need to liaise effectively with</b>	<b>Staff team Support staff Parents and Governors Representatives from UET</b>
<b>Effective Date</b>	<b>1<sup>st</sup> September 2026</b>

### Role and Context

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Fulfil the professional responsibilities of a teacher in accordance with the STPCD</li> <li>• Meet the expectations set out in the Teachers Standards</li> <li>• To carry out the functions as reflected in the Visions and Aims of Highgate Infant School and Unity Education Trust</li> </ul>
<b>Context</b>	<p>Highgate Infant School is a small, urban school situated in Kings Lynn, close to the town centre.</p> <p>We currently have 62 pupils on roll, in three single age classes. Children come from our catchment of Kings Lynn. There are 13 members of staff (including this post), all working together to provide high quality learning for our children.</p>

### Duties and Responsibilities

<ul style="list-style-type: none"> <li>• To create a stimulating, well-organised, safe and attractive learning environment – encouraging high standards of work and relationships where all children can flourish.</li> <li>• In accordance with our long-term plans, deliver and review lessons which are appropriate to the age and ability of the children so as to facilitate progression in all pupils' learning</li> <li>• To organise and teach children in all areas of the primary national curriculum, in accordance with school and Trust policies and the statutory requirements and the Norfolk Agreed Syllabus for RE</li> <li>• Assess, record and report on the development, progress and attainment of the pupils in your class to other members of the school team, parents, governors and Trust members.</li> <li>• Be a good role model within school, displaying a consistency of approach to behaviour management</li> <li>• Support the ethos, vision and aims of the school and Unity Education Trust</li> <li>• Engage in professional development activities to enhance personal performance</li> <li>• Liaise with colleagues and work flexibly</li> <li>• Provide feedback to parents and carers on a pupil's progress at parents' evenings, support plan meetings and in the annual written report.</li> <li>• Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook</li> <li>• Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of</li> </ul>
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- 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
  - Promote the safety and wellbeing of pupils

### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Graduate with Qualified Teacher Status</li> <li>▪ Recent relevant professional development</li> <li>▪ Have an up-to-date knowledge of teaching and wider curriculum developments</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and ability of planning, preparing and delivering lessons to mixed-aged classes</li> <li>▪ Know how to challenge and differentiate for children of varying abilities</li> <li>▪ Ability to promote a positive ethos and good behaviour within the classroom and around school</li> <li>▪ Ability to encourage independent learning and develop a growth mind set</li> <li>▪ Experience of subject leadership across the whole school</li> <li>▪ Successful experience of teaching in and up to date knowledge of the relevant phase</li> <li>▪ Direct and supervise support staff assigned to them, and where appropriate, other teachers</li> </ul>	
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Good working knowledge of how to support children with specific special educational needs</li> <li>▪ Working knowledge of child protection procedures,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strategies for school improvement – assessing needs, data analysis, coaching and mentoring staff within subject leader roles</li> </ul>

	<p>health and safety procedures,</p> <ul style="list-style-type: none"> <li>▪ Equalities Act, confidentiality and data protection policy and procedures</li> <li>▪ Work constructively as part of a team</li> <li>▪ Strategies and interventions for ensuring good behaviour management</li> <li>▪ Able to use a range of ICT equipment to support learning</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to promote the school and Unity Education Trust positively</li> <li>▪ Ability to inspire trust and confidence amongst others</li> <li>▪ Demonstrate an understanding of the importance of forming and maintaining positive relationships with children, parents and colleagues</li> <li>▪ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>▪ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>▪ A solution-focussed mind set and determined “no excuses” approach to raising standards</li> <li>▪ Ability to create a happy, challenging and effective learning environment</li> <li>▪ Reflective practitioner</li> <li>▪ Self-motivated and hard working</li> <li>▪ Able to initiate ideas and put them into practice</li> <li>▪ Good communication skills</li> <li>▪ Enthusiasm, commitment, discretion, patience, calmness, flexible and a positive outlook</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>▪ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies</li> <li>▪ Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary</li> <li>▪ Promote the safeguarding of all pupils in the school</li> </ul>	

## General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



## Joining Us

### LOCATION

The post will be located at Highgate Infant School. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

### PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

### REMUNERATION

The current salary for the post is within the range:

Teacher Main Pay Range

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August

The Autumn Term from 1 September to 31 December

The Spring Term from 1 January to 30 April

## **NOTICE PERIODS**

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give two months (and in the Summer Term three months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

## **BENEFITS**

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

# **Terms and Conditions**

## **HOURS OF WORK**

This post is 0.6FTE and is governed by the provisions of the School Teachers' Pay and Conditions Document

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **EQUAL OPPORTUNITIES**

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

## **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

Immigration, Asylum and Nationality Act Information – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

## How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

## Interview process

**Application will be considered upon receipt.**

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Cheryl Kirby, Executive Headteacher by emailing [office@hig.unity-ed.uk](mailto:office@hig.unity-ed.uk)



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