



The Stoke Poges School



**Class Teacher
Information Pack**

Welcome from Headteacher

Dear Candidate,

Thank you for your interest in the position of Class Teacher at The Stoke Poges School. I am delighted that you are considering joining our team at such an exciting time in our school's development. Our staff, pupils and wider community make this a wonderful place to work, and I am pleased that you are exploring the opportunity to become part of it.

The Stoke Poges School is a welcoming and friendly primary school serving children aged 4–11. We are proud of our reputation as a nurturing, ambitious and inclusive school where pupils are at the heart of everything we do. With approximately 430 pupils on roll, we are a thriving community committed to high standards of achievement, positive behaviour and the wellbeing of every child. Our curriculum is designed to inspire curiosity, creativity and a lifelong love of learning.

A strong sense of community characterises our school. Staff, pupils, parents and governors work closely together, creating a supportive and purposeful environment where everyone is valued. Visitors often comment on the warm atmosphere across the school and the enthusiasm and pride shown by our pupils.

As a Class Teacher, you will play a vital role in shaping the learning experiences of our children. We are looking for a dedicated and reflective practitioner who is passionate about teaching, committed to high expectations and eager to contribute to our collaborative staff team. You will have the opportunity to build strong relationships, develop your practice and make a meaningful difference to the lives of our pupils.

I am fortunate to work with a highly supportive Governing Board and a committed staff team who share a clear vision for continued excellence. We value professional development and are dedicated to helping our teachers grow, thrive and feel confident in their roles.

To find out more about our school, please visit our website at www.stokepoges.school, where you can also access our most recent Ofsted report. I warmly encourage you to arrange a visit to see our school in action; we would be delighted to welcome you. To organise this, please contact Mrs Jenny Lea, on 01753 643319 or via email at JLea@stokepoges.school.

Thank you once again for your interest. I look forward to receiving your application and learning more about the strengths and enthusiasm you could bring to The Stoke Poges School.

Your sincerely,

Liz Astley
Headteacher



The Stoke Poges Job Description

Job Title:	Teacher
Salary and Grade:	Main pay scale range 1-6 in line with the current School Teachers' Pay and Conditions Document
Responsible to:	Headteacher, Deputy Headteacher and line manager
Non-contact time:	10% Planning, Preparation and Assessment Time per week Subject leadership time, as appropriate

The appointment of a teacher is subject to QTS status and the current conditions of employment for teachers in the School Teachers' Pay and Conditions Document (STCPD) and other current legislation. Teachers should have due regard to the Teacher Standards (2012).

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the appraisal process.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. She will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Main Purpose of the Job

To plan, deliver and assess high-quality teaching and learning to pupils, ensuring progress and development in line with the national curriculum and the ethos of the school. You will work collaboratively with colleagues, engage with parents, and contribute to the wider school community.

Key Responsibilities

1. Set High Expectations for Pupils (Standard 1)

- Establish a positive, inclusive learning environment where high expectations of behaviour and achievements are set
- Encourage all pupils to reach their full potential, regardless of their background or abilities

2. Promote Good Progress and Outcomes by Pupils (Standard 2)

- Plan and deliver engaging lessons that are appropriately challenging and support the progress of all learners
- Regularly assess pupils' progress and provide clear feedback to help them improve in line with school policy and procedures
- Use assessment data to plan next steps in learning and adapt teaching as needed

3. Demonstrate Good Subject and Curriculum Knowledge (Standard 3)

- Ensure sound knowledge of the relevant curriculum, including early years or key stage 1 and 2, as appropriate
- Keep up-to-date with subject knowledge, particularly in core subjects such as English and mathematics

4. Plan and Teach Well-Structured Lessons (Standard 4)

- Develop engaging, differentiated lesson plans that cater to the needs of all learners, including those with special educational needs (SEN) and the more able
- Use varied teaching strategies, including group work, independent tasks, and whole-class instruction to engage all learners
- Build on opportunities for pupils to reflect on and consolidate their learning

5. Adapt Teaching to Respond to the Strengths and Needs of All Pupils (Standard 5)

- Be responsive to the different learning needs within the class, providing support or challenge where necessary
- Employ strategies to support pupils with SEND, EAL or other specific learning needs
- Provide opportunities for personalised learning and differentiation within lessons

6. Make Accurate and Productive Use of Assessment (Standard 6)

- Use formative and summative assessment effectively to monitor pupil progress
- Provide timely and constructive feedback to pupils to support their development
- Keep accurate records of pupil progress and use data to inform future teaching and intervention strategies

7. Manage Behaviour Effectively to Ensure a Good and Safe Learning Environment (Standard 7)

- Implement the school's behaviour policy, ensuring consistent and fair behaviour management across the classroom
- Establish clear classroom rules and routines and promote positive behaviour
- Respond to challenging behaviour with appropriate strategies and de-escalation techniques

8. Fulfil Wider Professional Responsibilities (Standard 8)

- Communicate effectively with parents and carers about pupils' progress, behaviour and needs
- Collaborate with teaching assistants, SEND coordinator and other colleagues to support pupils' well-being and learning
- Engage in professional development opportunities, sharing best practices with colleagues and contributing to school initiatives
- Take part in school events that support the broader life of the school community

Safeguarding and Pastoral Responsibilities

- Be aware of and comply with the school's safeguarding procedures and the welfare needs of all pupils
- Actively contribute to the pastoral care of pupils, ensuring their social and emotional needs are met
- Work collaboratively with the Designated Safeguarding Lead and other staff to promote a safe learning environment

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional Development

- Maintain a reflective approach to personal teaching practice, identifying areas for improvement and participating in professional development activities
- Engage with performance management processes and set professional goals aligned with the Teachers' Standards
- Keep up-to-date with educational developments, including changes to curriculum or assessment frameworks

Personal and Professional Conduct

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain standards in your own attendance and punctuality
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Additional Responsibilities

- Provide strategic leadership and management for an agreed subject or area across the school

General Duties

- Undertake additional duties as reasonably required by the headteacher or senior leadership team
- Ensure a commitment to equal opportunities and uphold the school's policies and ethos

Code of Conduct

The school expects all staff to ensure that their standards of conduct are, at all times, compliant with The Stoke Poges Code of Conduct for Employees.



The Stoke Poges Person Specification Class Teacher

	Essential	Desirable
Teaching Qualification	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of Continuing Professional development • Evidence that practice consistently meets the expectations of the Teacher Standards 2012 	<ul style="list-style-type: none"> • More than two years successfully teaching in EYFS, Key Stage 1 or 2
Experience	<ul style="list-style-type: none"> • A clear understanding of primary education • Experience of developing a meaningful curriculum and learning experience to meet the needs of all pupils and support pupil progress 	<ul style="list-style-type: none"> • A proven record of raising standards • Experience of successful coordination of a curriculum subject area
Knowledge, Skills and Understanding	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Set high expectations of children's learning and behaviour • Create a safe and purposeful learning environment that enables children to develop independence, resilience and the ability to ask questions • Challenge, enthuse and inspire pupils to exceed their expectations of themselves • Plan effectively for the progress of all pupils • Show knowledge of a range of strategies to help pupils overcome barriers to learning and ensure the inclusion of all pupils • Make effective use of assessment to raise pupils' achievement and accelerate pupil progress • Plan imaginative and meaningful curriculum experiences for all pupils and demonstrate good subject and curriculum knowledge • Uphold the school's vision and values • Develop constructive partnership with pupils, parents, staff, governors and the wider community 	
Personal Characteristics	<ul style="list-style-type: none"> • Self-motivated and enthusiastic • An effective communicator with a good sense of humour • Ambitious for children's learning and achievement • Willing to share knowledge and skills • Keen to develop as a professional • Willing to participate in and contribute to the life and work of the wider school community • Ability to be flexible • Imaginative and enthusiastic • High standards of professional and personal conduct 	

Application process



Visits

Please come and meet us and see our school in action. Contact details are on the front page. Our current Headteacher will be happy to show you around.

Closing date

The closing date is 12 noon on Friday 15th May.

Shortlisting

Shortlisting will be completed on Friday 15th May.

Interviews

Interviews will be held week beginning 18th May 2026 – final scheduling will be confirmed with shortlisted candidates.

Safeguarding

The Stoke Poges School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to enhanced DBS clearance, satisfactory references, online checks, prohibition checks (where applicable) and verification of qualifications and right to work in the UK in accordance with Keeping Children Safe in Education.

Contract details and Salary

Start date – 1st September 2026

Contract – Permanent

Hours – Full time

Salary – Main scale 1-6 depending on experience

