



Abbey Primary School

Glastonbury Road, Morden, Surrey SM4 6NY

Tel: 020 8254 0862

Email: office@abbey.sutton.sch.uk

www.abbey.sutton.sch.uk



Application Pack for the Position of Class Teacher

Abbey Primary School

Required: September 2026

<https://www.abbey.sutton.sch.uk/>



Abbey Primary School

Glastonbury Road, Morden, Surrey SM4 6NY

Tel: 020 8254 0862

Email: office@abbey.sutton.sch.uk

www.abbey.sutton.sch.uk



PACK CONTENTS

Index	2
Letter from the Head	3
Job Description	4 & 5
Person Specification	6 & 7
Guidance to applicants	8 & 9
Dates for your diary	10



Dear Candidate,

We would like to offer you a warm welcome to our school. We are looking to appoint an enthusiastic class teacher to start in September 2026. We are proud of our school, and following our successful Ofsted in January 2023, we continue to strive for excellence in all areas.

Here at Abbey, we nurture a love of learning. We open windows of opportunity by creating memorable moments. Learning with meaningful relationships supports our children to become valued members of our community. We respect and support each other, valuing our diverse community. We seek to care for and include everyone. We are safe, listened to and empowered to embrace challenges.

We believe that we have a unique combination of features here at Abbey Primary School which makes it a wonderful place to be, we all work in partnership to achieve the very best for every child.

At Abbey Primary we have high aspirations for the children, and we are commended for the excellent behaviour of our children. We are always striving for better and develop our provision. At the heart of the school are the children, they learn in a safe, creative, and purposeful way. We strive and take pride in our environment where children develop and grow as individuals.

We are also proud to be part of the Willow Learning Trust and work in partnership with Aragon Primary and Glenthorne High School. We invite you to look round our school and see how bright the future is for Abbey. Abbey is a place where we all work together as part of an inclusive and harmonious school. We offer:

- Well-behaved, friendly children who are enthusiastic and keen to learn.
- A friendly supported and dedicated staff team.
- A school that promotes a high level of care, support and wellbeing to both staff and pupils.
- An enriching organised and well-resourced environment.
- Being part of the Willow Learning Trust, which is continuing to grow.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences reflect ours.

Andrea Stirling-Williams

Andrea Stirling-Williams

Headteacher

Headteacher: **Andrea Stirling-Williams**

Deputy Headteacher: **Beverley Bedforth**

Assistant Headteacher: **Amy Royle, Angela Watt**

Abbey Primary School is part of **The Willow Learning Trust**, registered in England and Wales

Registered No. **7635098**





JOB DESCRIPTION

Post Title: Class Teacher (Fixed-term, Maternity Cover)

Grade: Teacher Main Pay Scale (Outer London)

Required: September 2026

Contract: Fixed-term, Maternity Cover

Purpose of the job

To carry out all duties and responsibilities of a teacher as outlined in the current national conditions of employment including:

- To maintain the positive ethos and promote the values of the school
- To plan and deliver effective lessons which deliver good progress and achievement for all pupils
- To be responsible for the pastoral wellbeing of pupils
- To build positive relationships with pupils, staff, parents and governors which support the work of the school
- To play a significant role in the life of the school and contribute to whole school development
- To provide a model of good practice for aspects of teaching and learning
- To contribute to raising achievement beyond your own class Main Activities and Responsibilities

1. Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum, and schemes of work to achieve target levels of pupil attainment, progress. and outcomes.
- Assess, monitor, record and report on the learning needs, progress, and achievements of assigned pupils.
- Set and mark work to be carried out by the pupil in school and elsewhere.
- Participate in arrangements for preparing pupils for external examinations when necessary.
- Create and maintain a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Work with school leaders to track progress of individual children and intervene where pupils are not making progress.

2. Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices, and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far, as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.



- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with school policies.

5. Professional development

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- Communicate with pupils, parents, and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.

9. All Staff

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.

To undertake any other duties as may be required from time to time by the Headteacher.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

CLASS TEACHER

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Experience of Teaching in either key stage.	✓	
Experience of teaching in a multicultural Inner city environment, can include trainee placements.		✓
Professional Knowledge and Understanding		
Must have a sound knowledge of the National Curriculum for all the subjects for both Key Stages	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum		✓
A sound knowledge of phonics teaching		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching.	✓	
Familiarity with KS1 and 2 Standardised Attainment Tests	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the School Behaviour Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equal Opportunities Policy 	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	



PERSON SPECIFICATION

	Essential	Desirable
Personal Qualities		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Present an appropriate professional image and be a good role model for pupils.	✓	
Show an understanding of safeguarding responsibilities and the need to work with-in the school's Child Protection Policy.	✓	

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

The Application Form

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

Personal Details

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

Career History

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

Education, Qualifications, Training

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

Statement of Suitability

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.



Referees

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

Relationships

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

Interviews

Willow Learning Trust has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

Complaints

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

For more details, please visit Willow Learning Trust Website:

<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>



Abbey Primary School

Glastonbury Road, Morden, Surrey SM4 6NY

Tel: 020 8254 0862

Email: office@abbey.sutton.sch.uk

www.abbey.sutton.sch.uk



DATES FOR YOUR DIARY

The deadline for applications is: **12 Noon Wednesday 3rd June 2026**

Interviews: **Tuesday 9th June 2026**