



Charlton Wood Primary Academy
A member of Amplify Education

Cover Teacher (Fixed term – until August 2027)
Teachers' Main Scale / Teachers' Upper Pay Scale

Application Pack
June 2026



Advertisement

We are seeking an experienced and highly effective teacher to join our team from September 2026 in a flexible teaching role, covering PPA, ECT release time and occasional absence.

Depending on your experience, there may be opportunities to further your career through subject leadership and development of others through coaching.

The success of our pupils is built on a relentless, shared commitment to achievement for all. Our staff team is united in the belief that every child can and will succeed through high-quality teaching delivered by passionate and caring professionals. Our vision captures this ambition: **‘Every child valued, every child achieving, every child prepared for life.’**

As a leadership team, we are deeply committed to supporting staff to achieve their full potential. We have a strong and well-established approach to professional development, rooted in evidence-informed practice and delivered through an instructional coaching model. This ensures that all staff continue to grow and flourish in their careers.

At Charlton Wood Primary Academy, we are proud of our team culture—staff enjoy working here and thrive on the support, encouragement and shared belief in success that underpins everything we do.

We are looking for a teacher who:

- is passionate about teaching and learning and committed to continually developing their practice
- can demonstrate strong classroom teaching that leads to positive outcomes for all pupils
- is reflective and able to use evidence-informed approaches to improve their teaching
- enjoys working collaboratively and learning from colleagues across the school and Trust
- is adaptable and confident teaching across different classes and year groups
- builds strong relationships quickly with pupils and maintains high expectations
- is committed to going the extra mile for pupils and their families

We can offer you:

- a new, fully resourced building with beautiful grounds
- high-quality, ongoing professional development
- a bespoke training and development plan tailored to your career goals
- a supportive, solution-focused team that works closely together
- a leadership team with a proven track record of school improvement
- a strong commitment to reducing unnecessary workload so you can focus on teaching
- regular opportunities to collaborate, moderate and network across our Trust
- extremely supportive parents who value education and work in partnership with the school



The school and Trust have uncompromising aspirations for all children. We strongly believe in opening horizons and creating opportunities, particularly for those who may not otherwise see them.

Charlton Wood Primary Academy has a proud history of building strong relationships between staff, pupils, parents and the wider community. Our pupils take pride in their school and respond positively to high expectations.

School Visits

The Headteacher, Karen Kooyman, will be holding school tours. We strongly encourage attendance so that you can learn more about our school and ask questions about the role and our approach.

To book a visit, please contact the school office on: 0117 450 6606

This role is not suitable for an ECT. Applications from experienced teachers are welcomed.

We particularly welcome applicants who speak one or more community languages, and those from under-represented groups, including ethnicity, gender, transgender, age, disability, sexual orientation or religion. We are committed to increasing diversity within our workforce and removing barriers to opportunity and success.

Amplify Education Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check.

Key Dates:

| | |
|---|-----------------------------|
| Friday 19 th June 2026 | - Deadline for applications |
| Wednesday 24 th 2026 (provisional) | - Interview |

Job Description

Responsible to: Phase Leader/Assistant Head

Key Outcome of the Role

Pupils make good or better progress through high quality and effective learning and teaching.

Key Responsibilities of the Role

School and Trust Vision

- To support the vision and aims of the designated school and Trust in Learning Academies.
- To implement changes as directed by the senior leadership team.
- To work collaboratively with colleagues to achieve the aims of the school team development plan.

Planning, teaching and learning

- To meet the Teachers' Standards as outlined by the Department for Education.
- To teach high-quality lessons across a range of classes and year groups, providing effective cover for PPA, ECT release time and ad hoc absence.
- To deliver learning in line with school planning, adapting teaching as required to meet the needs of all pupils.
- Where required, plan, monitor and evaluate lessons in line with school expectations, ensuring continuity of learning.
- To assess pupils' learning within lessons, providing feedback in line with school policy and communicating outcomes with class teachers.
- To make reasonable adjustments for any SEND children within the classes taught.
- To identify pupils requiring additional support and liaise with the class teacher, SENCo and relevant staff.
- To maintain a safe, well-organised and purposeful learning environment in all teaching spaces used.
- To contribute to the wider curriculum and, where appropriate, support subject development across the school.
- Work flexibly across the school to provide high-quality cover at short notice where required.
- Follow planning provided and ensure smooth transitions for pupils between teachers.

Pastoral

- To establish positive relationships with pupils across the school, maintaining high expectations of behaviour in line with school policy.
- To communicate any concerns regarding pupil welfare to the class teacher and Pastoral Team promptly.
- To support the emotional, social and behavioural needs of pupils during lessons and transitions.
- To maintain professional and positive interactions with parents where appropriate and in line with the role, supporting the class teacher in communication if required.

Continuous Professional Development

- Take responsibility for your own professional development, keeping up to date with current research and development.
- Attend weekly professional development meetings within directed time and take a proactive role.
- Be professional, curious and ask questions.
- Participate in appraisal processes and work towards targets as agreed with the line manager and Head Teacher.
- To be willing to attend bespoke training to meet the needs of the children in the designated class.

Curriculum Enrichment

- Support enrichment activities and wider school opportunities where appropriate.
- Attend and contribute to Collective Worship as requested by the head teacher.

Safeguarding

- To support the school in safeguarding all pupils in our care.
- Follow the school safeguarding policy, logging any significant concerns on the school tracking system.
- Work effectively with support staff and other adults, deploying them where appropriate.

Professionalism

- Provide a professional and positive role model in terms of personal presentation, timekeeping and interactions with all children, parents and colleagues.
- Establish effective professional relationships within school, across the Trust and with other agencies where appropriate.
- Adhere to Health and Safety guidance and policy at all times.
- Have regard to equal opportunities and inclusion at all times.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder where reasonable. The role holder will be expected to be involved in the wider life of the academy and participate at extra-curricular school activities from time to time.

The role may require a certain amount of local travel. When necessary, reimbursement will be made for out of pocket expenses. So far as reasonably practicable the role holder must promote safe working practices by employees in academy premises and work areas to maintain a safe working environment for all employees and service users. These are defined in the Trust's Health & Safety Policy and associated documentation.

The role holder must work in compliance with the Trust's Code of Conduct, regulations and policies, including its commitment to equal opportunities. The role holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation and standards.

The Trust is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory disclosure and barring service record check and acceptable references.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the post holder. It will be reviewed on a regular basis.

Person Specification

| CRITERIA | ESSENTIAL (MUST) | DESIRABLE (SHOULD) |
|--|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> Qualified teacher status | <ul style="list-style-type: none"> Further professional qualifications relevant to the role |
| EXPERIENCE | <ul style="list-style-type: none"> Experience of assessment-led teaching that informs planning and next steps Evidence of contributing to strong pupil progress and positive outcomes Recognition of being a reflective practitioner Experience of using a range of formative assessment strategies Proven record of making effective adaptations for pupils with SEND Understanding of adaptive teaching practice Experience of working collaboratively with colleagues to support pupil outcomes | <ul style="list-style-type: none"> Experience of teaching across a range of year groups or phases Experience of teaching pupils with EAL Experience of sharing effective practice with colleagues Experience of supporting or coaching other staff (teachers or TAs) Experience of contributing to subject development Experience of leading a subject to deliver measurable improvements |
| SKILLS, ABILITIES AND KNOWLEDGE | <ul style="list-style-type: none"> Commitment to continuous professional learning and development An inspirational, creative and enthusiastic teacher of the primary curriculum Strong understanding of the National Curriculum and age-related expectations Ability to deliver high-quality teaching using a wide range of strategies Excellent behaviour management skills, promoting positive learning behaviours | <ul style="list-style-type: none"> Experience of supporting or delivering targeted interventions Knowledge of the South Gloucestershire SEND Toolkit Involvement in school improvement initiatives |

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| | <ul style="list-style-type: none"> • A secure belief that all children can achieve expected standards or higher through quality first teaching • Ability to adapt teaching effectively to meet the needs of all learners, including SEND and disadvantaged pupils • Strong organisational skills and the ability to manage changing priorities • Ability to quickly establish positive relationships with pupils across different classes and year groups • Excellent written and verbal communication skills with pupils, staff and parents • Ability to work effectively with class teachers to ensure continuity of learning • Understanding of inclusion, equity of opportunity and diversity | |
| PROFESSIONAL DEVELOPMENT | <ul style="list-style-type: none"> • Recent relevant training • Evidence of a commitment to own professional development | <ul style="list-style-type: none"> • Willingness to contribute to school development initiatives • Experience of contributing to staff development, CPD or professional dialogue |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> • A genuine commitment to supporting children, including those with additional or complex needs • Fully supportive of the vision, aims and values of the school and Amplify Education Trust • Ability to work collaboratively and positively with all staff • Emotionally mature, calm, and approachable • Solution-focused mindset • Professional in presentation, attendance, punctuality and conduct • Willingness to learn from others and share practice • Adaptable, flexible and responsive to changing daily needs and priorities | |

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| | <ul style="list-style-type: none"> • Confident working across different age groups, classes and teams • Commitment to contributing to the wider life of the school, including extracurricular activities | |
| Letter of application | <p>The ability to present succinctly a professionally sound philosophy and practise of education which is in-line with the vision and ethos of the school</p> <p>Demonstrate with examples how you meet the essential and desirable criteria</p> | |

Safeguarding

Amplify Education is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all of its children. Each student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: [Amplify Education - Home](#)

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Amplify Education is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Guidance for Applicants

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. Please complete all sections of the application form as thoroughly as possible. Please note that CVs will not be considered in place of a completed Application Form.

Your letter of application should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Charlton Wood Primary Academy. Ensure that you cross-reference the person specification throughout your application with examples of where you have fulfilled aspects of the job description and the impact it had.

Ensure that you put details of referees. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Amplify Education is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

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|---|-----------------------------|
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We reserve the right to interview early for the right candidates so early applications are encouraged.

About the School

Our School

Charlton Wood serves a new community called Charlton Hayes close to Cribbs Causeway in South Gloucestershire. We have an amazing school site, with a beautiful new building and fantastic outdoor facilities. The school is situated in the heart of the community and we serve our community with pride. Our parents and carers are highly supportive of our school and we value their involvement in school activities.

We are incredibly proud of the recognition from Ofsted of the hard work our staff and children put into their learning. The report is published on the school and Ofsted websites.

Our Vision: 'Every child valued, every child achieving, every child prepared for life'.

We know that there is a strong correlation between the way in which pupils engage and participate in learning and their eventual outcomes academically, socially and emotionally. For this reason, we have a collective, proactive and positive approach. We explicitly teach and deliberately practise routines and expectations to ensure that our children can engage purposefully, meaningfully and happily with learning, each other and the adults in their lives.

Our School Values

The school has four values which we expect everyone in our school community to uphold all of the time – These values are part of the fabric of our school and help our children to grow and develop into confident ambitious learners who make the most of the opportunities given to them.



Please do look at our website or come and visit us if you would like to find out more about us! We warmly welcome your application.

About the Trust

Amplify Education: A Bold New Voice for Bristol

Amplify Education is the result of the merger between two highly respected organisations — Trust in Learning Academies (TiLA) and Cathedral Schools Trust (CST). This new Trust will bring together the complementary strengths, expertise, and shared values of both organisations, forming a collaborative force committed to excellence, inclusion, and innovation in education.

Our Vision

Amplify Education will be committed to transforming education in Bristol through four guiding principles:

- **A Bold Voice for Bristol:** Speaking with ambition and channelling the city’s spirit into a shared journey of belief, opportunity, and citizenship.
- **Building Belief:** Ensuring every young person’s voice is heard, every story matters, and every learner moves forward with confidence.
- **Expanding Opportunities:** Nurturing potential and enriching each learner’s journey with a passport of inclusive, academic, creative, and musical experiences.
- **Strengthening Citizenship:** Connecting communities and educating to build unity and pride —this is Bristol, represented.

About the Trust

Amplify Education will be the largest Bristol-based multi-academy trust, serving approximately 12,000 pupils across 22 schools and covering diverse communities and geographies.

The Trust will be deeply rooted in Bristol and dedicated to serving its communities, with a focus on addressing educational challenges, promoting social mobility, and fostering unity and pride.

Amplify will work closely with local partners, families, and schools to ensure every child has access to high-quality education, creative, musical, and academic opportunities, and a strong sense of belonging.

Our Roots

TiLA is known for its expertise in working with disadvantaged pupils and families, and with children with special educational needs (SEN). Its values centre on inclusivity, social cohesion, and empowering communities through education.

CST is recognised for its school improvement record, passion for music and the creative arts, and a strong focus on empowering every child and staff member to realise their full potential. CST’s reach is broad, including schools in both affluent and more challenging areas, dedicated to breaking barriers and expanding opportunities for all learners.

A list of our schools is shown below.

| Previous Trust in Learning Academies | Previous Cathedral Schools Trust |
|--------------------------------------|----------------------------------|
| Charlton Wood Primary Academy | Ashton Gate Primary School |
| Filton Avenue Primary | Cathedral Primary School |
| Fonthill Primary Academy | Headley Park Primary School |
| Henbury Court Primary Academy | Henleaze Infant School |
| Little Mead Primary Academy | Henleaze Junior School |
| Parson Street Primary | Hotwells Primary School |
| Nova Primary School | Stoke Park Primary School |
| Orchard School Bristol | St Werburgh’s Primary School |
| Bridge Learning Campus (All-through) | Victoria Park Primary School |



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|--|--------------------------------|
| | Bristol Cathedral Choir School |
| | St Katherine's School |
| | Trinity Academy Bristol |

Our Offer to Staff

As proof of our commitment to staff retention and development, we offer excellent terms and conditions of employment, a friendly working environment with supportive leadership, and encourage our staff to maintain a positive work-life balance.

- Professional development opportunities across the Trust
- Paid induction and training suited to the role
- Tailored career progression through a performance management cycle for all staffing groups
- Access to Employee Discount Scheme
- Free tea, coffee and milk
- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority