



Gothic Mede Academy Application Pack

Unqualified Class Teacher EYFS / KS1





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INTRODUCTION

Welcome to Gothic Mede Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Steph Smith (Principal) & Julie Undrell (Assistant Principal)

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Gothic Mede Academy

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www.gothicmede.org.uk

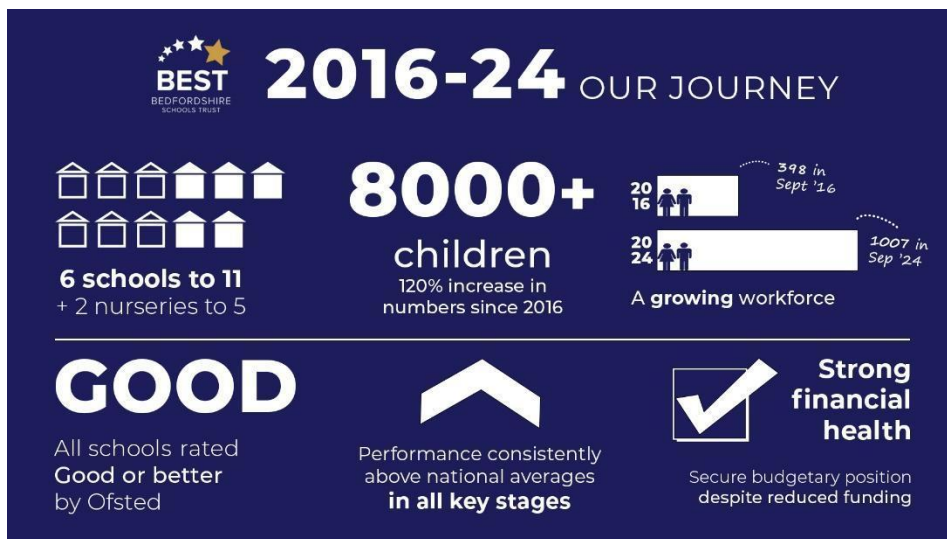


ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and 5 nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.



*This infographic charting the journey of our trust was originally created for our **8 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The first five years of BEST have been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT GOTHIC MEDE ACADEMY

Gothic Mede Academy is a values-based lower school with approximately 250 pupils located in the centre of the small town of Arlesey.

In our most recent Ofsted inspection (March 2023), we maintained our Good rating.

Staff and governors are passionate and committed to the school being the best it can be, and we are driven to improve on this Good judgement, which was received in all areas in the inspection report.

Gothic Mede is a happy, nurturing and safe school where everybody challenges each other to be their best. All the children are given a variety of opportunities and experiences so that they can develop, ready for their next stage in education and for what they will encounter in life.

The school community's high expectations and ambition are reflected in the school motto: *Pride in ourselves, pride in our school, pride in our community.*

Joining Gothic Mede is an opportunity to be a part of a forward-thinking team where all staff are highly motivated and continually looking to improve our practice.

Being part of BEST also allows us to share good practice and liaise with other schools in the trust.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 9am, Wednesday 17th June 2026

Interview date: Thursday 18th June 2026, time tbc

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Unqualified Teacher EYFS / KS1
Based at	Gothic Mede Academy
Salary/Grade Range	Unqualified Teacher Pay Scale 1-6
Responsible to	Principal
Contract	Full time, fixed term contract with the potential to be permanent
Liaising with	Academy Principal, Teaching/Support staff, Pastoral Lead external agencies and parents

Purpose of Role

- To provide a full learning experience and support for students in accordance with the school's curriculum and policies under the direction of the Principal with support from the wider teaching staff when appropriate.
- To monitor and support the overall progress and development of assigned pupils.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.

Duties and Responsibilities

- To plan, prepare and deliver lessons according to the education needs of pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required by SENCO and Principal.
- To support the BEST and Academy's monitoring procedures.
- To support the review of teaching strategies and programmes of work.



- To attend all staff meetings.
- Contribute to the review, development and management of curriculum and assessment functions, including the Academy School Improvement Plan and working towards individual Academy and BEST aims.
- Improve and monitor the effectiveness of the BEST and Academy's assessment policy.
- Ensure all pupil and student data is held centrally and is used effectively.
- Participate in arrangements for training and continuing professional development.
- Contribute to the review, development and management of curriculum and assessment functions, including the School Improvement Plan and working towards individual Academy and BEST aims.
- Ensure the role of the class teacher is carried out, as stated within the staff handbook.

Specific Duties:

- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for all students that will stimulate learning appropriate to pupil needs.
- Liaise with colleagues in other schools to ensure a smooth transfer of information.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned. Safeguard pupils' health and safety both on the school premises and in authorized school activities elsewhere.
- Provide guidance and advice to pupils on educational and social matters.
- Maintain records on the personal and social needs of pupils.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Write reports and communicate with parents to inform them about pupils' progress.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Interpreting comparative data regarding pupil performance and use this to differentiate and assess.



- To prepare and update subject materials.
- Contribute to the whole Academy and BEST ethos, with due regard to wider professional effectiveness.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere in accordance with the marking policy.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of pupils.
- To maintain good order and discipline in accordance within BEST and individual Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Communicate and cooperate with members of staff, parents and other persons or bodies outside school.
- Carry out relevant administrative and organization tasks, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Unqualified Teacher

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ● GCSE Maths and English ● Willingness to gain teaching qualification ● Evidence of continual professional development. 	<ul style="list-style-type: none"> ● A Levels or equivalent ● Degree in relevant subject ● Qualifications linked to working with children with SEN
Professional Experience	<ul style="list-style-type: none"> ● Experience teaching primary age children ● Understanding and application of strategies to raise standards across the ability range through effective teaching and learning ● Sensitivity to the learning needs of all pupils ● Experience of and commitment to meeting the individual needs of all children 	<ul style="list-style-type: none"> ● Successful teaching experience in more than one Key Stage. ● Evidence of further experience / training in teaching pupils with SEN ● Experience of OFSTED process
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> ● An enthusiasm and commitment towards teaching ● Ability to create a stimulating and purposeful learning environment ● Ability to inspire, enthuse and motivate pupils and staff ● High expectations of pupil performance and behavior whilst maintaining a caring and supportive class environment ● Demonstrate creative problem solving and good communication skills 	<ul style="list-style-type: none"> ● A positive approach with colleagues and pupils ● Understanding of how pupils learn ● Knowledge of ELS ● Knowledge of Maths Mastery



	<ul style="list-style-type: none"> ● Ability to work collaboratively or on own initiative ● The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities. ● Up to date understanding of the current strategies for delivery of the National Curriculum ● Ability to teach effective lessons consistently ● Ability to use IT for assessment and analysis purposes 	
Personal Qualities	<ul style="list-style-type: none"> ● Enthusiasm and drive to achieve excellence in all aspects of their work ● Reliable, trustworthy and able to maintain confidentiality ● Self-motivated, self-reliant and well organised 	<ul style="list-style-type: none"> ● Willingness to be flexible ● Willingness to undertake appropriate further training ● Commitment to equality principles
Physical	<ul style="list-style-type: none"> ● Ability to meet the physical needs of pupils 	
Other	<ul style="list-style-type: none"> ● Willingness to take part in trips and visits ● Knowledge of relevant safeguarding / child protection legislation and best practice ● Value and respect the views and needs of children and young people ● Appropriate DBS clearance (before the post is taken up) ● A commitment to the school and Trust (BEST) philosophies 	<ul style="list-style-type: none"> ● Involvement in the wider life of the school / academy trust



We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

