



Early Years Class Teacher

**YOUR
FUTURE.**

OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

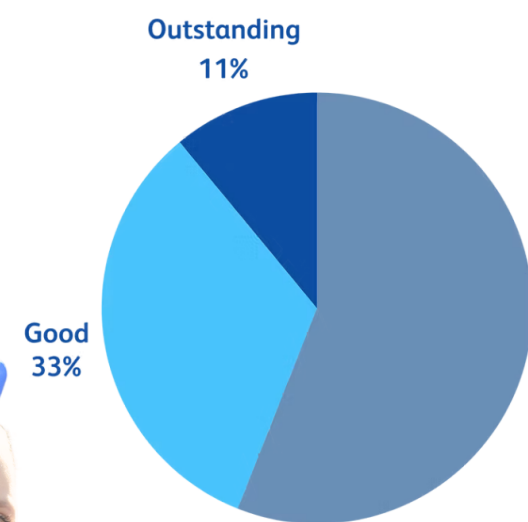
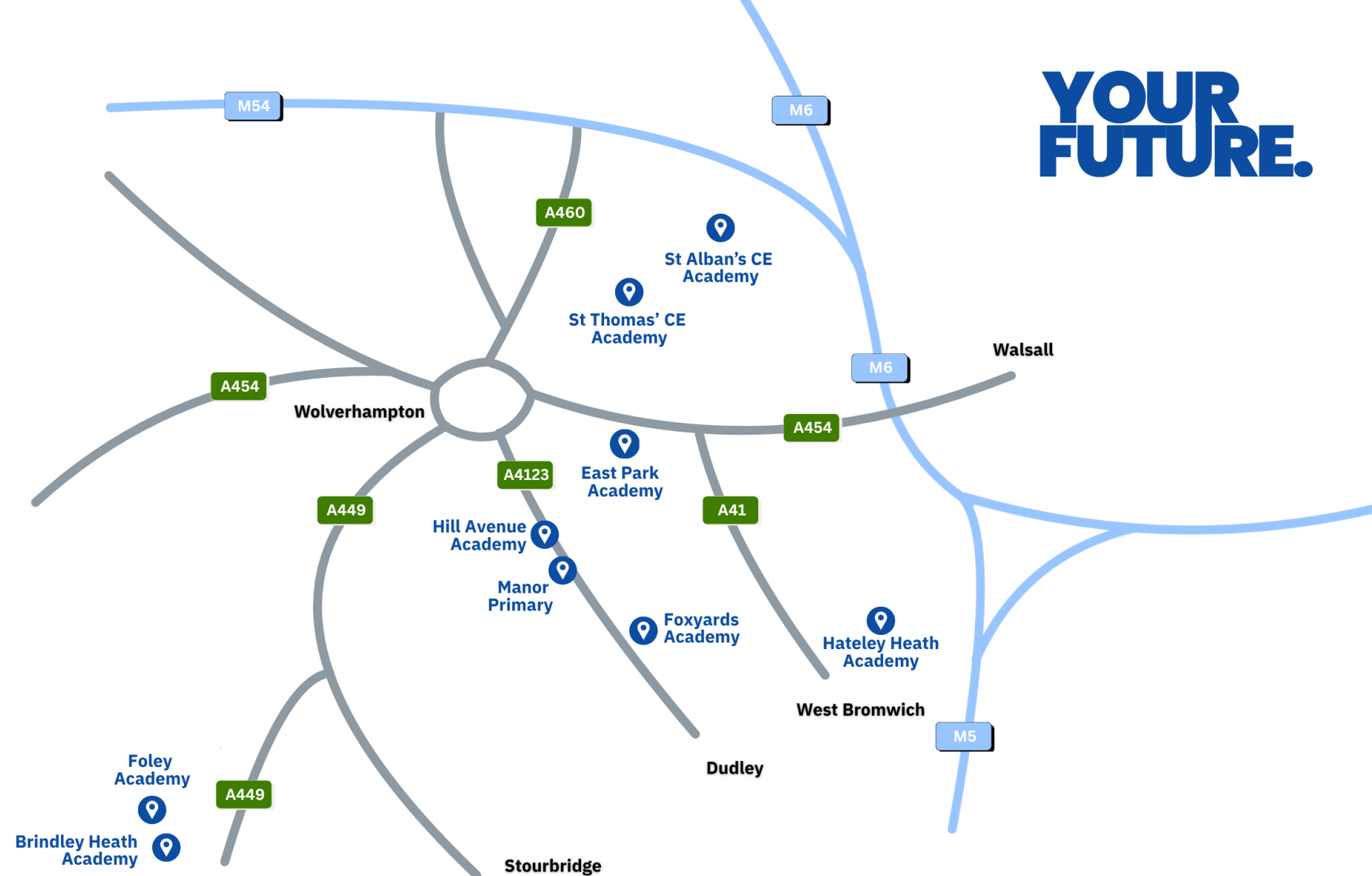
Welcome to Manor MAT. Let's create futures together.

Hayley Guest

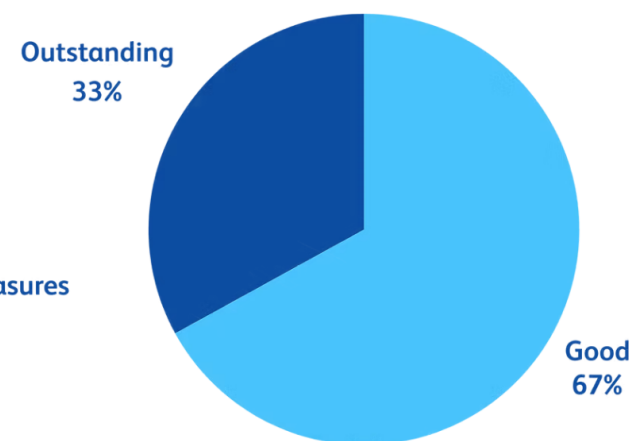
OUR TRUST

We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



Schools before joining Manor MAT



Manor MAT Schools at their first inspection

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.



3400

Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.

100%

Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.

100%

Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many
offers from us
to you



Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

YOUR BENEFITS



LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

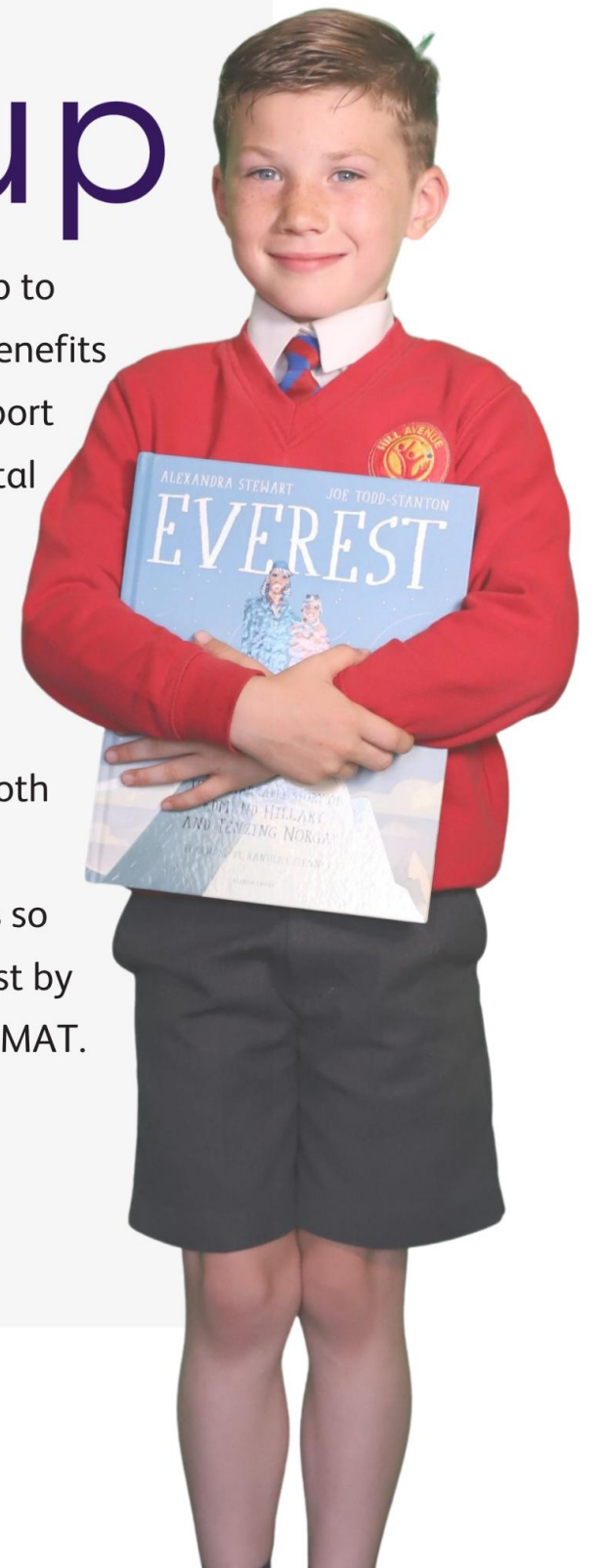


PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



Hateley Heath Academy



At Hateley Heath, we are proud to be part of the community ensuring that all our children finish school with the confidence and resilience to pursue a successful life beyond our Hateley gates. Our curriculum is ambitious for all pupils and is sequenced to provide a range of opportunities for the children to learn and discover their own passions in life.



Mrs R James
Head of School



At our latest inspection, we retained our 'Good' judgment from Ofsted. They saw that pupils are proud to attend our great school.



We have capacity to serve 444 children and their families. They are at the heart of our school.



Our large and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built
on what you bring.
At Manor MAT,
your skills,
character and ideas
help shape
what comes next.**

OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



JOB DESCRIPTION

Class Teacher

Duties & Responsibilities

We expect our Class Teacher at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; keep their knowledge and skills as a Class Teacher up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Core Purpose

The core purpose of a Class Teacher at a Manor MAT School is to provide the children in their class with high quality teaching and learning, to implement high quality curriculum provision and achieve the highest standard possible.

Core Objectives

- To set high expectations which inspire, motivate and challenge pupils.
- To establish a safe and stimulating environment for pupils, rooted in mutual respect.
- To set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- To demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Promote good progress and outcomes by pupils by

- Being accountable for pupils' attainment, progress and outcomes.
- Planning teaching to build on pupils' capabilities and prior knowledge.
- Guiding pupils to reflect on the progress they have made and their emerging needs.
- Demonstrating knowledge and understanding of how pupils learn and how this impacts on teaching.
- Encouraging pupils to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge by

- Having a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject and address misunderstandings.
- Demonstrating a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.
- Demonstrating an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- When teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- When teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

Plan and teach well-structured lessons that

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

JOB DESCRIPTION

Class Teacher

Adapt teaching to respond to the strengths and needs of all pupils by

- Knowing when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Having a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these.
- Demonstrating an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Having a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Make accurate and productive use of assessment by

- Knowing and understanding how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Making use of formative and summative assessment to secure pupils' progress.
- Using relevant data to monitor progress, set targets, and plan subsequent lessons.
- Giving pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

Manage behaviour effectively to ensure a good and safe learning environment by

- Having clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Having high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Managing classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintaining good relationships with pupils, exercise appropriate authority and act decisively where necessary.

We expect Teacher's at Manor Multi Academy Trust to fulfil wider professional responsibilities by

- Making a positive contribution to the wider life and ethos of the school.
- Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploying support staff effectively.
- Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicating effectively with parents with regard to pupils' achievements and well-being.

Performance Management

- To take part in the school's performance management cycle that has been approved by all staff and all governors

Curriculum Responsibility

- All fully qualified teachers will have a curriculum area responsibility to lead. This area will be designated after discussion with the Headteacher.

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Class Teacher



General Conditions

It is the intention that these responsibilities are in accordance with the requirements of the Teachers pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements. LA circulars and guidelines giving interpretations of Teacher Pay and Conditions of Service.

This job description is subject to annual review. It may be amended only after full consultation with the Class Teacher concerned. It will be signed if agreement is reached. If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

Signatures

_____ Class Teacher

_____ Headteacher

JOB DESCRIPTION

Class Teacher



Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications	Qualified teacher status	✓	
Experience and Skills	Knowledge of the National Curriculum	✓	
	Knowledge of effective teaching and learning strategies	✓	
	A good understanding of how children learn	✓	
	Ability to adapt teaching to meet pupils’ needs	✓	
	Ability to build effective working relationships with pupils	✓	
	Knowledge of guidance and requirements around safeguarding children	✓	
	Knowledge of effective behaviour management strategies		✓
	Good ICT skills, particularly using ICT to support learning		✓
Personal Qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	High expectations for children’s attainment and progress	✓	
	Ability to work under pressure and prioritise effectively	✓	
	Commitment to maintaining confidentiality at all times	✓	
	Commitment to safeguarding and equality	✓	

JOB DESCRIPTION

Class Teacher



Person Specification Continued

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
School Ethos	A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children.	✓	
	Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to all aspects of school life.		✓
Relationships	An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.	✓	
	An understanding of the need for confidentiality.	✓	
	An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary.		✓



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