

“Teaching isn’t just a job.  
It’s a chance to inspire, empower, and  
make a lasting impact.”

# Nexus Education Schools Trust



Infants' and Junior Schools

## EYFS Class Teacher (Maternity Cover) Recruitment Pack



Nexus Education Schools Trust

# Job Advert

## Join Our Team and Make a Real Difference!

**Highfield Infants' School** is looking for passionate, dedicated, and inspiring Class Teachers to join their vibrant school teams. This is a fantastic opportunity to make a lasting impact by delivering an engaging and inclusive curriculum, fostering a supportive and stimulating learning environment, and empowering every child to thrive academically and personally. We are looking for both experienced and early career teachers.

<b>Salary</b>	Main Pay Scale (Outer London)
<b>Location</b>	Highfield Infants' & Junior Schools Highfield Drive BR2 0RX Bromley Tel: 020 8460 2597 <a href="http://www.highfield.bromley.sch.uk">www.highfield.bromley.sch.uk</a>
<b>Hours</b>	Full-time, Temporary Contract (Maternity Cover)
<b>Reports to</b>	Headteacher or line manager
<b>Start Date</b>	September 2026
<b>Closing Date</b>	14th May 2026 <b>Email application forms to <a href="mailto:recruitment@hfs.nestschools.org">recruitment@hfs.nestschools.org</a></b>
<b>Interviews</b>	<b>From Monday 18th May 2025</b> We reserve the right to interview suitable candidates prior to the closing date.

### We're looking for exceptional teachers who:

- Possess a deep understanding of outstanding teaching practices and pedagogy.
- Are reflective practitioners, eager to grow and evolve in their teaching journey.
- Bring enthusiasm, energy, and a genuine passion for education to their role.
- Thrive in a collaborative environment and value the power of teamwork.
- Believe in nurturing the whole child - academically, socially, and emotionally.
- Embrace professional development as a pathway to continuous improvement.

### The ideal candidate will:

- Hold a degree and Qualified Teacher Status (QTS) or be working towards, with relevant primary teaching experience.
- Be self-driven, proactive, and an exceptional communicator.
- Demonstrate a commitment to lifelong learning and professional growth.

**If you're ready to inspire, collaborate, and make a difference,  
we'd love to hear from you!**

# Highfield Infants' & Junior Schools

**Highfield Infants' and Junior Schools** are vibrant, three-form entry schools nestled in the heart of the Shortlands community. Though separate institutions, we work seamlessly together to provide children with a consistent and cohesive educational journey, guiding them from their first steps in Reception through to their final achievements in Year 6. Sharing the same leafy, green site under the leadership of one Headteacher, we combine our resources, expertise, and vision to ensure every child benefits from the best possible education. At **Highfield**, the transition from Infants to Juniors is seamless, with all children automatically securing a place at **Highfield Junior School**.

Our schools are known for their warm and welcoming atmosphere, where happiness and positivity are at the heart of everything we do. We are deeply committed to nurturing the whole child - emotionally, socially, and academically - by fostering strong partnerships with families and engaging actively with our local community. Through our broad and balanced curriculum and a wide variety of extra-curricular clubs and enriching activities, children are encouraged to take ownership of their learning and immerse themselves in every aspect of school life.

Our pupils learn the values of respect, tolerance, and understanding, embracing the diverse world around them. We teach children to appreciate and value differences in faith, culture, and perspective while upholding the shared principles of fairness and equality that unite us all. At **Highfield**, children are prepared not just for the next stage of their education, but for their role as compassionate, thoughtful citizens of the world.

## Growing Together, Learning for Life



# Nexus Education Schools Trust

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 20 vibrant primary schools across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**We're proud to offer:**

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Class Teacher - Job Description

## Main Purpose of the Role:

To provide high-quality teaching and care for a designated class or group of pupils, ensuring their education and welfare align with the Teachers' Standards, the requirements of the Primary Curriculum, and the school's aims, values, and policies.

The role includes fostering a safe, inclusive, and engaging environment that supports pupils' academic, social, and emotional development.

As a Class Teacher, you will also contribute to the collective responsibility for the welfare, discipline, and holistic development of all pupils within the school community, working collaboratively to uphold our shared commitment to excellence and equity in education.

## Planning and Teaching

- Take ownership of the classes and groups assigned to you by the Headteacher, embracing the opportunity to inspire and nurture every pupil.
- Deliver lessons with skill, creativity, and empathy, ensuring each child feels valued and supported.
- Maintain the highest standards of education, fostering a learning environment where pupils are motivated, curious, and fully engaged.
- Plan, prepare, and deliver captivating learning experiences tailored to meet the diverse needs of your learners, aligning with the school's innovative curriculum.
- Communicate clearly and effectively, structuring lessons to maximise understanding and progression.
- Cultivate independent, confident learners who demonstrate resilience and a love for learning.
- Ensure all pupils, regardless of background or ability, have their individual needs met and are given the tools to succeed.
- Work collaboratively with classroom support staff, ensuring their skills are utilised effectively to enhance the learning experience for all pupils.

## Classroom Management

- Create a vibrant, inspiring classroom where displays and working walls showcase and support pupils' learning, bringing their achievements and current topics to life.
- Foster a positive and respectful atmosphere by promoting excellent behaviour, consistently aligning with the school's behaviour policy.
- Champion the social and emotional well-being of pupils, ensuring a nurturing environment where every child feels valued and supported.
- Build strong pastoral connections with pupils, offering guidance and encouragement to help them thrive both academically and personally.

## Monitoring, Assessment and Recording

- Keep a close eye on each pupil's progress, using assessments and evaluations to celebrate achievements and identify areas for growth, all in line with statutory requirements and school policies.
- Harness the power of data to track progress, inform your teaching, and ensure every child is reaching their full potential.
- Play an active role in the school's continuous improvement by contributing to the annual self-evaluation programme, helping shape the future of teaching and learning.
- Collaborate on the moderation of learning and achievements to maintain consistency and celebrate excellence across the school community.

# Class Teacher - Job Description

## Wider Professional Responsibilities

- Uphold the school's safeguarding and health and safety procedures with vigilance and care, fully embracing your role in ensuring a safe and supportive environment for all.
- Act as a positive role model, fostering strong, respectful relationships with pupils, parents, and colleagues, and contributing to a harmonious school community.
- Provide supervision for pupils beyond the classroom as needed, ensuring their safety and well-being throughout the school day.
- Communicate and collaborate effectively with stakeholders, including parents, colleagues, and external partners, to support pupils' learning and development.
- Contribute to the school's ongoing success by delivering actions aligned with the School Improvement Plan (following ECT years).
- Embrace continual professional development, enhancing your skills and staying current with educational practices to thrive in your teaching role.
- Participate in the school's performance management processes, aligning your practice with the Teachers' Standards and striving for excellence (performance management following ECT years).
- Work collaboratively across the school to develop and enhance the curriculum, enriching the learning experience for all pupils.
- Take a leadership role in developing a specific subject area, championing its growth and impact within the school (following ECT years).
- Oversee budget areas where appropriate, ensuring effective resource allocation and maintenance to support teaching and learning (following ECT years).
- Share your expertise by leading staff workshops or seminars, fostering a culture of professional learning and collaboration.
- Liaise with advisory staff and external agencies as needed to bring additional expertise and resources to the school.
- Undertake other reasonable and relevant tasks as required by the Headteacher or Deputy Headteacher, contributing to the wider success of the school.

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all school policies and procedures relating to the management, teaching, and learning within the school.

## Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement.

Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

# Class Teacher - Job Description

## Equalities

Actively enforce the school's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

## Additional points

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

# Class Teacher - Person Specification

## Knowledge and Experience

- Hold Qualified Teacher Status (QTS), bringing your expertise and passion for education to the classroom.
- Demonstrate effectiveness as a teacher, with recent, relevant experience (including teaching practice) showcasing your ability to inspire and engage learners.
- Commit to driving excellence by raising achievement levels and holding high expectations for every child's learning journey.
- Possess a strong grasp of the Primary Curriculum, enabling you to plan and deliver impactful lessons tailored to pupils' needs.
- Understand the stages of children's development and how they learn, allowing you to adapt your teaching to nurture their growth.
- Have a clear understanding of Health and Safety and safeguarding requirements, ensuring a secure and supportive environment for all pupils.

## Skills and Abilities

- Exhibit excellent communication skills, both written and oral, with the ability to use Standard English effectively to engage and inspire.
- Demonstrate a strong capacity for self-reflection and continuous improvement, using insights to enhance pupils' learning outcomes.
- Thrive as a collaborative team member, contributing positively to shared goals and fostering a culture of mutual support.
- Show exceptional interpersonal skills, building respectful and productive relationships with colleagues, pupils, and parents/carers.
- Work successfully with other professionals and parents/carers, ensuring a holistic approach to supporting children's development and well-being.
- Efficiently organise and manage classroom resources to create an engaging, effective learning environment.
- Utilise IT confidently and responsibly for teaching, learning, and personal development, embracing its potential to enrich the educational experience.

## Personal Qualities

- Inspire excellence by holding high expectations for both children and adults, setting the bar for achievement and growth.
- Bring an infectious passion for teaching and learning, igniting curiosity and enthusiasm in everyone you work with.
- Demonstrate exceptional organisational skills and punctuality, ensuring a smooth and efficient approach to every task.
- Show confidence and initiative, making thoughtful decisions in collaboration with colleagues to drive impactful outcomes.
- Embrace teaching and learning with energy, adaptability, and a positive mindset, thriving in a dynamic school environment.
- Be deeply committed to personal and professional development, always seeking new ways to grow and improve.
- Show genuine empathy and understanding, remaining perceptive and sensitive to the diverse needs of pupils, parents, and colleagues.
- Contribute to a positive and supportive school culture with a good sense of humour that strengthens connections and builds morale.
- Face challenges head-on with resilience, determination, and an unwavering focus on success.



Nexus Education Schools Trust

## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



HIGHFIELD  
Infants' and Junior Schools



John Keats  
Primary School

