



**KS1 Class Teacher
(Maternity Cover)**

**Castle Hills Primary
Academy**





RECRUITMENT INFORMATION PACK

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May 2026

Dear Applicant,

Thank you for your interest in this exciting position of Key Stage 1 Class Teacher (maternity cover). The successful candidate will have the opportunity to work in a supportive environment with passionate and dedicated colleagues along with the wonderful children that attend our school. Within this application pack you will find a job description and person specification, as well as information on both the school and Trust and how to apply. I would strongly encourage you to visit both the school and Trust websites on www.castlehillssacademy.com and www.legereducationtrust.com.

The successful applicant will be assured of a well-considered induction at Castle Hills and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to shape the future of the children at Castle Hills and the community.

Everyone within the school has a key role in promoting and modelling our Trust values of PRIDE, AMBITION, INTEGRITY and RESPONSIBILITY which are at the centre of all we do. You will join staff at a school who are positive, professional, friendly and have an absolute commitment to our young people.

We hope that you feel Castle Hills Primary Academy will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to meet the team and experience the fantastic atmosphere across school.

Yours faithfully,

Neil Harris
Head Teacher

Email: admin@castlehillssacademy.com

www.castlehillssacademy.co.uk



KS1 Class Teacher (Maternity Cover)

Our Vision: 'Truly great students in truly great schools'

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



The Application Process

Further details about Castle Hills Primary Academy can be found on the school website: www.castlehillsacademy.com and also the twitter feed @CastleHillsScaw

Applications for the role should be made through MyNewTerm and you will be kept updated by email.

Shortlisted candidates will be notified through MyNewTerm, with details of the interview process.

Unsuccessful candidates will be notified through MyNewTerm.

Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact Castle Hills Primary Academy.

Key dates:

Closing date for receipt of applications:	11/05/2026 at noon
Shortlisting will take place:	11/05/2026
Interviews will take place:	18/05/2026 and 19/05/2026
Post start date:	01/09/2026
Post end date:	02/07/2027

Visits to the school are encouraged. To make arrangements please contact the school office on 01302 780246 or email admin@castlehillsacademy.com.





Key Stage 1 Class Teacher (Maternity)

MPS 1 - 6

Full time

Post start date 01/9/2026

Temporary until 02/07/2027

"We love this school and couldn't think of a better place for our child."

Are you highly motivated, tenacious and inspirational? Are you emotionally intelligent with strong interpersonal skills? Do you have a good sense of humour and could you complement our hard-working yet fun-loving team?

We are looking to find an enthusiastic, resilient, solution-focused and inclusive individual, who understands the commitment required to be an excellent practitioner. We aim to provide only the very best quality provision for our pupils and their families and as such, have high expectations of all our staff. In return for an unwavering commitment to high standards, we offer exceptional CPD, mentoring from outstanding practitioners and specialist leaders of education, opportunities through Leger Education Trust and our commitment to your career progression, health and wellbeing.

Join our team and you can expect:

- ✓ To work with our wonderfully quirky and diverse pupil-body
- ✓ To learn from and grow with some incredibly talented staff
- ✓ To work alongside experts in their field
- ✓ To be encouraged, supported and valued
- ✓ To enjoy our amazing environment including spacious classrooms, ample grounds and fantastic resources

Join our team and we would expect:

- ✓ You to deliver first-class teaching and learning opportunities
- ✓ You to have high expectations of achievement and behaviour
- ✓ You to be a good communicator with excellent organisational and interpersonal skills
- ✓ Your commitment to self-improvement
- ✓ You to be a flexible team player, open to collaboration and sharing of best practise
- ✓ Your commitment to engaging with our families and the wider school community
- ✓ You to be highly emotionally intelligent and promote our inclusive ethos
- ✓ Your total commitment to our pupils' development and welfare

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

On behalf of the pupils, staff and governors, I would like to thank you for your interest in the available post and I look forward to receiving your application.

If you would like to discuss the role and school, please contact the school by emailing admin@castlehillacademy.com and arrangements will be made for the Head Teacher, Neil Harris, to contact you. We welcome visits from any interested candidates.





Closing date for receipt of applications is **11/05/2026 at noon**

Key Stage 2 Class Teacher (Maternity)

MPS 1 - 6

Post start date 01/9/2026

Temporary until 02/07/2027

MAIN PURPOSE OF THE JOB:

- ✓ Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all
- ✓ Be responsible and accountable for achieving the highest possible standards in work and conduct
- ✓ Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- ✓ Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- ✓ Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- ✓ Take responsibility for promoting and safeguarding the welfare of children and young people within the school

DUTIES AND RESPONSIBILITIES:

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

TEACHING:

- ✓ Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- ✓ Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- ✓ Be accountable for the attainment, progress and outcomes of pupils' you teach
- ✓ Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- ✓ Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- ✓ Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- ✓ If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- ✓ Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging precise learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- ✓ Make accurate and productive use of assessment to secure pupils' progress.



- ✓ Give pupils regular feedback, both orally and through accurate constructive feedback and marking in line with policy. Encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- ✓ Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- ✓ Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- ✓ Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

BEHAVIOUR AND SAFETY:

- ✓ Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- ✓ Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- ✓ Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- ✓ Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- ✓ Have high expectations of behaviour, promoting self-control and independence of all learners.
- ✓ Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- ✓ Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

TEAM WORKING AND COLLABORATION:

- ✓ Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- ✓ Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- ✓ Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- ✓ Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- ✓ Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- ✓ Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

FULFIL WIDER PROFESSIONAL RESPONSIBILITIES:

- ✓ Work collaboratively with others to develop effective professional relationships
- ✓ Deploy support staff effectively as appropriate.
- ✓ Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- ✓ Communicate and co-operate with relevant external bodies.
- ✓ Make a positive contribution to the wider life and ethos of the school

ADMINISTRATION:

- ✓ Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- ✓ Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.
- ✓ Marking to be carried out in accordance with school marking policy.
- ✓ Progress reports for children to be prepared and issued as per school policy.
- ✓ Parent consultation evenings to be attended as per the school policy.

PROFESSIONAL DEVELOPMENT:

- ✓ Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- ✓ Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- ✓ Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

OTHER:

- ✓ To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- ✓ Perform any reasonable duties as requested by the headteacher.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
Teaching degree or equivalent (BA, BEd, PGCE etc.) Evidence of further educational study or qualification	✓		Application form
Qualified Teacher status	✓		Application form
Evidence of further educational study or qualification		✓	Application form
Experience:			
An up-to-date and working knowledge of the National Curriculum	✓		Application form and at interview
Knowledge of appropriate resources and strategies which support outstanding teaching and learning opportunities;	✓		Application form and at interview
Understanding of and the ability to apply a range of appropriate assessment techniques	✓		Application form and at interview
Excellent subject knowledge	✓		Application form and at interview
Excellent classroom management skills.	✓		Application form and at interview
Experience of intervention processes to raise achievement	✓		Application form and at interview
Experience of teaching across the age and ability range at Key Stage 1.	✓		Application form and at interview
Knowledge, Skills and Abilities			
Ability to plan first class teaching and learning opportunities	✓		Application form and at interview
Ability to successfully deploy a range of teaching and learning styles to suit the learning styles within the cohort and the ability and attainment of the pupils	✓		Application form and at interview
Ability to manage the learning environment and pupil behaviour in a manner which is conducive to productive learning for all	✓		Application form and at interview
Ability to assess pupil achievements against curriculum objectives and provide developmental feedback to pupils which enables them to maximise their progress	✓		Application form and at interview

Ability to keep excellent administrative and pupil achievement records	✓		Application form/certificates
Ability to relate well to all pupils in a professional manner in a variety of contexts	✓		Application form and at interview
Ability to use ICT as an integral part of teaching and learning programmes	✓		Application form and at interview
Ability to structure learning programmes which enable pupils to take increasing responsibility for their learning and demonstrate independent learning		✓	Application form and at interview
Ability to challenge students social, moral and spiritual frames of reference to enable them to reflect and think critically, developing their own views and ethical standpoint		✓	Application form and at interview
Ability to work with pupils in a pastoral role to support the development of their interpersonal skills, social, moral and spiritual awareness		✓	Application form and at interview
Ability to work with pupils in extracurricular activities to add breadth to their experience		✓	Application form and at interview
Qualities and Attributes			
A commitment to lifelong learning for all	✓		Application form and at interview
The ability to motivate others	✓		Application form/certificates
The ability to establish effective working relationships with individuals, groups and organisations	✓		Application form and at interview
The ability to remain calm and diffuse situations	✓		Application form and at interview
The demonstration of a concern for excellence in one's professional work and the achievement of pupils	✓		Application form and at interview
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion	✓		Application form and at interview

A continued interest in developments in teaching and learning	✓		Application form and at interview
Energy and commitment to professional responsibilities and to the betterment of all pupils	✓		Application form and at interview
A willingness to contribute to the wider life of the school		✓	Application form/certificates
Equal Opportunities and Safeguarding			
Commitment to equal opportunities	✓		Application form and at interview
Commitment to safeguarding pupils	✓		Application form and at interview
Must be able to recognise discrimination in its many forms and be willing to put Equality Policies into practice	✓		Application form and at interview
Other Requirements			
Demonstrable evidence of achievement in current post		✓	Application form and at interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.