



# RECRUITMENT PACK CLASS TEACHER

Key Stage One and  
Two

September 2026





# WELCOME MESSAGE

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Dear Applicant,

On behalf of the Governing Body of Orchard Park Community Primary School, we would like to thank you for your interest in applying for a class teacher position. We believe that this would be the perfect opportunity for both Early Career Teachers or experienced teachers to develop their career in a supportive environment. We are seeking enthusiastic, dedicated and ambitious practitioners to join our hardworking and nurturing staff team. We are looking for teachers who are committed to providing high quality teaching and learning opportunities across all curriculum areas, and who will enthuse and inspire our learners.

We are proud of our positive, nurturing ethos, which fosters strong working relationships between all stakeholders. We are looking for creative practitioners with excellent behaviour management skills, who understand our learners' diverse needs and who are determined to make every second count in the classroom.

We are a school where:

- children and staff are happy and safe
- wellbeing pervades all that we do
- pupils are keen to learn
- staff are highly enthused and dogged in their determination to make a difference
- high standards are achieved and progress is strong
- there is a clearly articulated vision characterised by high expectations
- children know what effective learning looks like and aim to be the best they can be
- the curriculum is stimulating and engaging
- learning is meaningful and linked through a cross-curricular approach
- teaching is driven through the excellent use of assessment tools
- parents and the community a valuable part of the learning journey
- staff enjoy their work and are highly supportive of each other
- all stakeholders are determined to ensure that our provision is outstanding

Our mission statement is central to all we do. It states that:

**Orchard Park is a place where children are empowered to reach their full potential, with the highest possible aspirations and a passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.**

Our curriculum has been designed to realise our mission statement for each and every pupil

- It is based on developing children's knowledge and understanding through a vocabulary rich, text-driven curriculum
- It is broad yet carefully woven together to bring sense and meaning across all subjects
- It develops children's cultural awareness using real life experiences to engage and inspire
- It is underpinned by core values that foster strong emotional literacy
- It is sequential and progressive, developing the necessary knowledge and core skills needed in the next stage of a child's education
- It is representative of our rich diverse community
- It is adapted to meet the needs of all learners

Our long term plans have been carefully woven together to enable pupils to master the knowledge and skills specified for each year group. Our half-termly topics start with an immersion day (WOW day) that spring board all children into their new learning context. All stakeholders are committed to a broad and balanced curriculum that provides opportunities for whole child development. Staff have underpinned the curriculum with a range of experiences that all pupils will encounter during their time in school. These include visits to a range of museums, work with local scientists, outdoor learning opportunities, residential trips, opportunities to perform on the stage and work with people of our community.



We are looking for an excellent teacher to take on two days at Orchard Park Primary School for the Autumn term, with a strong possibility of a longer-term contract for the right person.

Currently there are 189 children on roll, including our Nursery. Our staff team comprises of: one Headteacher, two Deputy Headteachers (job share), a non-classroom based Inclusion and Wellbeing Lead, a part-time non-class based SENDCo, six class teachers, eleven teaching assistants and a nursery nurse.

Orchard Park Community Primary School is a wonderfully diverse learning environment, with 22 languages spoken by our pupils and nearly 50% speak English as an additional language. Pupil Premium numbers are also higher than national averages. We know that our diversity is our strength. We sit within a new cohesive community, and are the community hub for many families. We pride ourselves on our commitment to our families and will go the extra mile to ensure we can support each and every one.

Our last OFSTED inspection, in March 2022, confirmed that we are a 'good' school where 100% of staff reported that they are proud to work at the school and 99% of our parents would recommend the school to others.

At Orchard Park, we pride ourselves on providing the highest quality professional development for our teachers. Our commitment to coaching couple with an open door policy ensure teachers benefit from a personalised, supportive and thorough CPD programme, ideal for the early stages of a teaching career.

Our teachers say this about working at Orchard Park:

"The encouragement and support I have received from both the senior leadership team, teaching staff alongside the entire school has been more than I could wish for."

This booklet gives you further details about our school and the appointment process. In your letter of application, please demonstrate clearly how you meet the person specification, which year groups would be your preference and describe which area(s) of the curriculum you have expertise in or would like to develop further.

You will need commitment, flexibility, enthusiasm, and the necessary skills and experience to help us continue on our journey towards excellence. In return, we not only offer you an exciting and supportive opportunity to further develop your own skills alongside a dedicated team but also a rewarding and professional challenge in a happy and high quality school that is still early in its history.

If you would like any further information about the post, or would like to arrange a visit to the school please do not hesitate to contact us on 01223 438200 or alternatively email [office@orchardpark.cambs.sch.uk](mailto:office@orchardpark.cambs.sch.uk)

We look forward to receiving your application.

Mr Robert Fisher  
Headteacher



# WHAT STAFF SAY ABOUT OUR SCHOOL

*“Orchard Park is very much a Community School with a nurturing environment for everyone. It's a school that truly cares and often goes above and beyond teaching and learning.”*

*“The staff are a team and live and breathe the same ethos and vision - this is evident in their determination to support the children who attend OP. Staff ensure that the curriculum that we offer is inspirational and where possible based on real, engaging experiences.”*

*“Everyone really cares for the well-being of the children but also for each other as a team. The school has worked hard to build a strong, positive relationship with the local community.”*

*“Working at Orchard Park has provided me with many fantastic opportunities. I was lucky enough to complete my initial teacher training and gain my QTS here. The support and guidance I have been given has allowed me to challenge myself and thrive in the teaching environment.”*

*“Orchard Park has completely transformed the way I teach. I have had excellent opportunities to develop as a teacher through supportive CPD and challenge. The children are keen to learn and a pleasure to teach.”*



## WHAT THE CHILDREN SAY ABOUT **OUR SCHOOL**

*"At Orchard Park, we work as a team and we are always there for each other."*

*"The teachers at Orchard Park are helpful, kind, caring, knowledgeable and help us to be the best we can be."*

*"I'd love to be a teacher when I am older because I love the teachers at Orchard Park."*

## WHAT THE PARENTS SAY ABOUT **OUR SCHOOL**

*"All the staff at Orchard Park Community Primary School are brilliant. We have loved being a part of the Orchard Park community and we will miss you come September. Stay incredible all of you. The BEST school ever !"*

*"Learning is brilliant, the teachers are amazing and positive."*

*"This school encourages children to be the best version of themselves."*



# ABOUT OUR SCHOOL

## **Our school at the heart of the community!**

Our school occupies a modern, airy and well- equipped building, on a spacious site, with ample play space, at the north west edge of Cambridge. We try to ensure the school provides a friendly and nurturing environment for our local children.

We are embedded in the heart of a rich and diverse community, and we value and respect that diversity, which is reflected in our pupil population. By understanding our families and their customs and cultures, we believe we can help our pupils grow into confident and caring citizens, able to play an active part in the increasingly complex world beyond school.

## OUR MISSION

At Orchard Park, we are driven by our mission statement, which permeates all that we do.

**Our school is a place where children are empowered to reach their potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.**



The school opened in 2007 with 12 children and a pupil admission number of 15, the school steadily grew as the houses were built in the area. In 2013, the final building extension was completed, and we moved to a one form entry school, with a PAN of 30 . Our current role number is 166, with space to grow to a maximum of 210. We have a nursery class serving children aged 3 and 4.





# HOW TO APPLY



## **JOB TITLE: KEY STAGE TWO TEACHER**

**Salary Range:** Main Professional Grade

**Contract:** Part time - 2 days

**Start Date:** September 2026

**Closing Date for Applications:** Friday 3<sup>rd</sup> July

**Interview Date:** wb. 6th July

### **School Details:**

To arrange a visit to the school please contact:  
office@orchardpark.cambs.sch.uk or  
Tel: 01223 438200

For further information please contact:  
Headteacher: Mr Robert Fisher  
Tel: 01223 438200

### **To apply:**

Please complete an application form via My NewTerm.



# PERSON SPECIFICATION

	Essential	Desirable	How identified
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Qualified Teaching Status</li> <li>• Evidence of commitment to further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant further professional qualifications</li> </ul>	Application form
EXPERIENCE	<ul style="list-style-type: none"> <li>• A record of excellent classroom practice during training or present post</li> <li>• Understanding of good primary practice and pedagogy, specifically Foundation Stage</li> <li>• A commitment to placing the child at the centre of the learning process</li> <li>• Able to make personalised provision for their pupils including those with EAL, who have SEND or who are PP</li> <li>• Able to use of a range of assessment tools to ensure appropriate outcomes for children</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience in a school judged by Ofsted as good or outstanding</li> <li>• Ability to lead curriculum areas or other whole school initiatives</li> <li>• Experience of working in partnership with parents and partners in the local community</li> <li>• Ability to lead a core subject area</li> <li>• Experience of working successfully with partners in school and in the local community</li> </ul>	Application form Interview References
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>• A thorough understanding of effective practice in teaching all aspects of the Key Stage Two Curriculum</li> <li>• An ability to plan, assess and keep records of appropriate differentiated learning outcomes</li> <li>• Understanding of inclusion and how it applies to the primary school setting</li> <li>• The positive links necessary within a school and with all its stakeholders</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection.</li> <li>• Understand when and how to seek advice and support</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the KS1 and EYFS curriculum</li> </ul>	Application form Interview References



# PERSON SPECIFICATION

	Essential	Desirable	How identified
SKILLS	<ul style="list-style-type: none"> <li>Ability and commitment to develop and maintain the ethos and vision of the school</li> <li>Able to create a stimulating, effective and suitably challenging learning environment</li> <li>Able to establish and develop effective relationships with parents, governors, and the community</li> <li>Have the ability to motivate staff and pupils and convey a love for learning and teaching</li> <li>Ability to maintain and develop appropriate behaviour strategies that will promote and encourage positive behaviour</li> <li>Able to adapt own approach in accordance with children's needs</li> <li>Ability to communicate effectively (both orally and in writing) to a variety of audiences</li> <li>Able to continually improve own practice/knowledge through self-evaluation and from others</li> <li>Confident user of ICT for teaching, learning, and communicating</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the school self - evaluation process</li> <li>Competent in the use of ICT in the management of assessment and as a professional tool</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> <li>Personal and professional commitment to the philosophies of school improvement and school effectiveness</li> <li>Commitment to raising achievement, attainment, and aspirations</li> <li>Ability to focus on the needs of the children in all aspects of their professionalism</li> <li>Have a whole school awareness with a sense of perspective and the ability to rise to challenges</li> <li>Excellent interpersonal and organisational skills</li> <li>Able to reflect on own practice and identify areas for development</li> <li>Creative and imaginative thinking, to identify opportunities and anticipate problems</li> <li>Calmness and positivity under pressure</li> <li>Resilience and flexibility</li> <li>Able to smile when things don't always go according to plan!</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake extra-curricular activities and be involved with the 'extended school'</li> <li>Have a life outside of school that brings experiences that can raise aspirations for our children and/or promote interests</li> </ul>	<p>Interview</p> <p>References</p>



# JOB DESCRIPTION



As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2018, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

## **1.0 TEACHING**

- 1.1 Plan and teach lessons and sequences of lessons/ activities to the class you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- 1.2 To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- 1.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.4 Set and mark work to be carried out by the pupil in school in line with the school marking policy.
- 1.5 Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
- 1.6 To make records of and reports on the academic, personal and social needs of pupils.
- 1.7 Participate in arrangements for preparing pupils for external examinations.
- 1.8 To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- 1.9 To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils.
- 1.10 To follow and help develop policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- 1.11 To provide a happy and stimulating class environment which promotes the highest standards of teaching and learning.

## **2.0 WHOLE SCHOOL ORGANISATION, STRATEGY AND DEVELOPMENT**

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil progress and development to secure co-ordinated outcomes.  
To develop and maintain a high standard of display both in classrooms and in other areas of the school.



# JOB DESCRIPTION



### **3.0 HEALTH, SAFETY AND DISCIPLINE**

3.1 Promote the safety and well-being of pupils in accordance with the school's Safeguarding Policy and other relevant policies.

3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

3.3 To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role

### **4.0 MANAGEMENT OF STAFF AND RESOURCES**

4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers, ensuring best use of additional adult support.

4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

4.3 Deploy resources delegated to you in accordance with school policies.

### **5.0 PROFESSIONAL DEVELOPMENT**

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **6.0 COMMUNICATION**

6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

### **7.0 WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS**

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

### **FULFIL WIDER PROFESSIONAL RESPONSIBILITIES**

9.1. Make a positive contribution to the wider life and ethos of the school

9.2 To take responsibility for a curriculum subject area as agreed with the Headteacher (post ECT year).

9.3 To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

9.4 To promote equality as an integral part of the role and to treat everyone with fairness and dignity.



# CAMBRIDGE

## ENVIRONMENT AND TRAVEL LINKS



## ONE OF BRITAIN'S MOST FORWARD-LOOKING CITIES WITH A RICH CULTURAL HERITAGE

Cambridge is located in the heart of East Anglia, around 55 miles north of London and 50 minutes by train. It is a city that blends the old and the new, with a world-famous university, first established over 800 years ago, and a thriving location for high-tech industries including and electronics, computer applications and pharmaceuticals, with plans for growth as an international science hub.

Cambridge itself has plenty of parks in the centre and green spaces by the banks of the River Cam which winds its way through the city and is a wonderful leisure resource for punting in the summer.

Cambridge University lends a unique character to the heart of the city with some iconic and beautiful buildings. However, Cambridge is compact so that countryside is not far away.



Cambridge is mostly flat and lends itself to cycling, so that it is home to the most cyclists of any UK city. There is currently a lot of work ongoing to create more dedicated cycle paths around town. There are 5 park and ride sites around the perimeter of Cambridge.

In addition to Cambridge University, which has its own Faculty of Education, Anglia Ruskin provides a second university in the City. Cambridge has excellent and varied amenities for a city of its size, with two main shopping centres including the Grand Arcade with a John Lewis store, as well as two retail parks, a market, a number of theatres, cinemas and music venues and many museums in the area, music and literary festivals to give a rich cultural life. There is a huge diversity of restaurants and cafes locally, ranging from fine dining to the cheap and cheerful which cater to the extensive student population. Details can be found via the link:

<https://www.visitcambridge.org/>



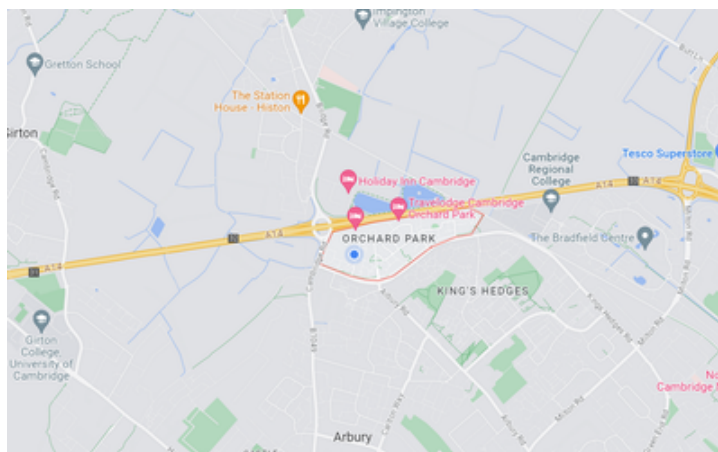
# CAMBRIDGE

## TRANSPORT LINKS FOR ORCHARD PARK

The school is situated on the North West Edge of Cambridge, 3 or 4 minutes away, by car, from the exit onto the A14.

The Cambridge Guided Busway runs very close to the school, with a bus stop a two minutes' walk away. The Busway also runs to Cambridge North Railway Station with around 10 minutes journey time. The Busway has a route out to the west of Cambridge, connecting with Huntingdon and St Ives and several villages in between. [Routes & Times](#) | [The Busway - connecting Huntingdon, St Ives & Cambridge](#)

It is about 15 – 20 minutes away from Cambridge North railway station by bicycle. Trains from Cambridge North provide direct links to London, Ely and Kings Lynn.



There are two railway stations locally, Cambridge North and Cambridge, with frequent direct trains to London King's Cross and London Liverpool Street. There are good direct links to King's Lynn and Ely, Norwich, Leicester, Birmingham New Street, Ipswich and to Stansted Airport which is about 30 minutes by fastest train or 45 minute by car away from Cambridge. There are coach services to London Embankment and beyond and to major airports.

By car, Cambridge is served by the M11 which leads south to the M25 and London North Circular roads. The A14 runs to the north of the city providing access to Felixstowe in the east, and the Midlands westwards. The A1, which lies to the west also connects with London or routes to the North East. Other major roads are the A10 to Norfolk, the A428 to Bedford and the A1303 to Colchester.



# CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT

The successful candidate will be required to satisfy the authority of his/her physical fitness before the appointment is confirmed. In accordance with the requirements of the Home Office and the Department for Education and Skills **the appointment is subject to a clear enhanced DBS check.**

## **CAMBRIDGESHIRE COUNTY COUNCIL'S POLICY STATEMENTS ON EQUAL OPPORTUNITIES**

The Council has issued five policy statements that must be observed at all times and are designed to promote equal opportunities in employment and to encourage applications from minority groups within the community.

At the moment, it is not unlawful to discriminate against candidates or employees on grounds of their age or sexual orientation. However, the Council has gone beyond its statutory obligations and has adopted its own policy to promote equality of opportunity on these grounds. To contravene the Council's equal opportunities policies by acting in a discriminatory way is a disciplinary offence that may lead to disciplinary action.

### **Statement of Policy to Promote Sex Equality in Employment**

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on grounds of sex or marital status. All HR policies and procedures are administered so as not to discriminate between employees on the grounds of sex or marital status.

The only exceptions allowed by law are where sex is a genuine occupational qualification that determines selection for a particular job and where sex has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provisions of the Sex Discrimination Act 1975 and Equal Pay Act 1970.

### **Statement of Policy to Promote Racial Equality of Opportunity in Employment**

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular taking account of the Code of Practice issued by the Equal Opportunities Commission. This Council's policy is to ensure that no job applicant or employee receives less favourable treatment by reason of race, nationality, colour or ethnic or national origin; and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discrimination on racial or ethnic grounds. All HR policies and procedures are administered so as not to discriminate between employees on grounds of racial or ethnic origin.

The main HR policies and procedures affected relate to recruitment, selection, payment, conditions of employment, training assessment, transfer, promotion, discipline, dismissal, and health, safety and welfare. The only exceptions allowed by law are where ethnic origin is a genuine occupational qualification that determines selection for a particular job and where ethnic origin has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provision of the Race Relations Act 1976.



# CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT CONT.

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular by taking account of the Code of Practice issued by the Commission for Racial Equality.

## **Statement of Policy to Promote Equality of Employment for Disabled Persons**

The Council's policy recognises that while some disabled people are capable of performing the same job as able-bodied people, others may be limited, to a lesser or greater degree, by their disability in the work that they can perform, but this limitation may be considerably counterbalanced by the skills and effort that they can contribute. Therefore, in fulfilment of this recognition:

in all arrangements for recruitment to vacancies, disabled people will be given full and fair consideration; (if appropriate the services of the local Disability Employment Adviser will be used);

- if necessary and practicable, reasonable adjustments will be made to job requirements to enable suitable disabled persons\* to be employed, or a newly disabled employee to continue in employment;
- disabled employees will be given equal opportunity for training relevant to their current job, or for promotion, and will be given special training, if required, in order to have an equal chance of promotion.

## **The Council is a Disability Symbol User (AKA Green Tick) and as such undertakes to:**

- guarantee an interview to all applicants with a disability who meet the minimum criteria;
- consult disabled employees regularly;
- retain employees, where appropriate, if they become disabled;
- improve knowledge/develop awareness of disability; and
- check progress and plan ahead.

## **Statement of Policy to Promote Equality of Employment on Grounds of Age**

This Council has affirmed the policy not to discriminate on grounds of age in job recruitment and selection.

The Council has also recommended to the Government to amend the employment legislation to make it illegal to practise age discrimination in job recruitment and selection.

## **Statement of Policy to Promote Equality of Employment on Grounds of Sexual Orientation**

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sexual orientation.





Orchard Park Community Primary School

Ringfort Road

Cambridge

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