



**BPS**

**BALLIOL PRIMARY SCHOOL**

**Balliol Primary School**

**Class Teacher**

**Application Pack**

April 2026

Dear Applicant,

**Class Teacher**

Thank you for your interest in this post.

Balliol Primary School is seeking to appoint a caring, motivated, enthusiastic and committed individual to join our friendly, hard-working team from September 2026.

ECTs and experienced teachers are invited to apply.

All applications for this post should be completed electronically.

Also included within this application pack: -

- Background information about the school
- Job advertisement
- Job description and personnel specification

Full details and an application form are on our website at [www.balliolschool.co.uk](http://www.balliolschool.co.uk).

Informal enquires are welcomed and we would be happy to show you round our school.

Applications can be submitted either by email to Mrs Natalie King at [office@balliolschool.co.uk](mailto:office@balliolschool.co.uk).

For any further details, and to arrange a visit to the school, please contact Mrs Natalie King on 01234 300601.

I hope this information will encourage you to submit an application.

Yours sincerely,

*Louise Youngman*

**Mrs L. Youngman**

**Headteacher**

# **Contextual Information**

## **About the School**

### **The Site**

Our school lies at the heart of the Balliol estate on the south side of the town of Kempston. We have an extensive site with Pre School, Nursery, Main School and Children's Centre all serving our community with pride.

### **The Staff**

We have a team of sixteen teachers, seven Pre-School staff and nineteen Teaching Assistants. Our site management team is made up of our site agent and four cleaning staff and we have a team of midday supervisors, many of whom also work as Teaching Assistants. Our staff of over 50 also include an office team who work in finance, office management, family support and safeguarding. The Site Agent plays a key role in the day to day running of the school.

### **Governance**

Balliol governing body is made up of staff, parent, local authority and co-opted governors. We currently have a full governing body with each of the governors attending full governing body meetings.



# Class Teacher

**Starting September 2026**

**Full Time**

**MPS**

Balliol Primary School is seeking to appoint a caring, motivated, enthusiastic and committed individual to join our dedicated, hard-working team from September 2026.

ECTs and experienced teachers are invited to apply.

Please download an application pack from:- [www.balliolschool.co.uk](http://www.balliolschool.co.uk).

For further details and to arrange a visit to the school, please contact Mrs Natalie King on 01234 300601 or [office@balliolschool.co.uk](mailto:office@balliolschool.co.uk).

**Balliol Primary School is committed to safer recruitment and safeguarding of pupils.**

**Appointments are subject to enhanced DBS clearance**

# Balliol Primary School

## Job Description

<b>Post:</b>	Class Teacher
<b>Responsible To:</b>	The Headteacher & the School's Governing Body
<b>Pay Scale:</b>	MPS
<b>Location:</b>	Balliol Primary School
<b>Disclosure Level:</b>	Enhanced

All teaching staff at Balliol Primary School are expected to:

1. Fulfill the statutory requirements of the latest School Teachers' Pay and Conditions and the 2012 Teachers' Standards. **This job description may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.**
2. Work actively towards the achievement of Balliol's school aims.
3. Implement and follow school policies and procedures as approved by the Headteacher and Governors.
4. Plan collectively with a year group to ensure that a common curriculum is developed and shared.
5. Take appropriate responsibility for your own and pupil's health, safety and welfare in accordance with legislation and school policies.

### Job Purpose

1. To promote and maintain the well-being of the pupils assigned to you.
2. To ensure the progress of the children assigned to you thus contributing to the raising of standards and pupil attainment.
3. To plan, implement and deliver an appropriate and differentiated curriculum for all pupils assigned to you.

## **Main Duties**

### **Teaching, Planning & Assessment**

- To ensure that planning, preparation, assessment takes into account the varying learning and social and emotional needs of all pupils assigned to you.
- Provide a tidy and stimulating learning environment where all pupils are challenged and can safely access resources.
- Set and mark tasks in line with school policy both for class work and homework in order to assess pupil's progress and provide pupils with feedback that helps them improve.
- To set pupil targets as required by the school and to provide learning opportunities which will contribute to the achievement of those targets.
- To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- To provide a written annual report for each child assigned to you.
- To deal with other returns and requests for information about children in the form requested and contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- To effectively deploy any adults other than teachers working in your class, to support children's learning.
- To attend safeguarding training in line with national expectation and report any concern to the school's DSL or Deputy DSLs.

### **Behaviour & Conduct**

- To model the ethos and core values of the school whilst teaching pupils and maintain the highest standard of professional conduct.
- Take all reasonable steps to maintain good order, discipline and safety of those pupils assigned to you in line with the school's Behaviour Management Policy both when children are in school and when they are engaged in authorised school activities offsite.
- If pupils are experiencing difficulties, work with them and parents and make recommendations as to how these may be resolved. Alert the appropriate member of staff if further advice or support is needed.

- Ensure that the register is marked electronically and kept up to date as required by law. Follow up absence of those assigned to you with parents and raise any concerns with the Headteacher.
- To implement the school policy on uniform.

### **Professional Development**

- To take part in the school's professional development programme and participate in any continual professional development activities as required.
- To participate as required in meetings, which relate to the curriculum, administration or organisation of the school.
- To take responsibility for your own professional development through the Teacher Appraisal process and evaluate your own performance;
- Assist in the development of appropriate schemes of work and resources and contribute to the development of policies and teaching strategies.

### **Safeguarding Children**

- Balliol Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **General**

- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- This job description and person specification may be renegotiated by the Headteacher if changing circumstances arise.

# Balliol Primary School

## Person Specification

Attributes	Essential	Preferred	Evidence
<b>Education</b>	Qualified Teacher Status	Evidence of appropriate subsequent in-service training.	Application/Interview
<b>Experience</b>	<p>Ability to set high expectations which challenge, engage and motivate children.</p> <p>Demonstrating a thorough knowledge of the primary curriculum and a commitment to embrace a continuing journey of improvement.</p> <p>Showing awareness of national trends in pedagogy and practice.</p> <p>Planning and teaching well-structured, exciting and stimulating lessons.</p> <p>Making accurate and productive use of assessment data.</p> <p>Adapting teaching to respond to the strengths and needs of all pupils.</p> <p>Evidence of a commitment to inclusion.</p> <p>An ability to manage behaviour effectively.</p> <p>Commitment to personal welfare and safeguarding of children.</p>	<p>Thorough understanding of and commitment to the principles of AfL.</p> <p>A keenness to engage with current developments in educational thinking and to apply this knowledge to the school's context and priorities.</p> <p>Mastery of the assessment/planning/teaching reflection cycle.</p> <p>Experience of teaching pupils with Special Educational Needs and/or English as an additional language.</p> <p>Experience of teaching children from backgrounds typified by social deprivation.</p>	Application/Interview

<b>Philosophy</b>	Clearly presented philosophy of how young children learn.		Application/Interview/
<b>Personal Qualities</b>	<p>Highly motivated to affect positive outcomes for children.</p> <p>Display warmth, care and sensitivity in dealing with children.</p> <p>Able to focus on the needs of children in all aspects of their professional conduct.</p> <p>Able to lead, inspire and enthuse colleagues.</p> <p>Excellent interpersonal skills both in working relationships with children and in forming professional relationships with staff, parents, pupils, governors and members of the community.</p> <p>Creative and imaginative thinking to anticipate and solve problems and identify opportunities.</p> <p>Able to remain calm under pressure.</p>	<p>Is able to demonstrate the application of these qualities in a school setting.</p> <p>Has personal impact and presence.</p> <p>Can demonstrate commitment to the wider life of the school.</p>	Application/Interview
<b>Other</b>	<p>A clearly written, well-presented application that reflects the candidate's own experience, understanding and suitability for the role.</p> <p>Fully supportive references.</p>		Application