



Candidate Recruitment Pack

**Maternity Cover Class Teacher
Federation of Grove House and
King's Park Infant Schools**

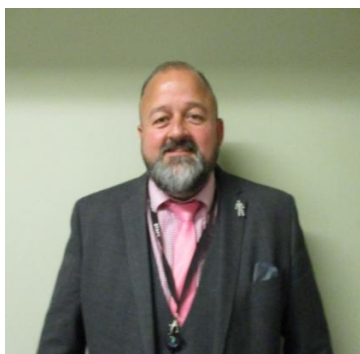
Applications considered upon receipt

www.unityeducationtrust.uk

office@ghn.unity-ed.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

The Federation of Grove House and King's Park Infant Schools



I wish you a warm welcome to The Federation of Grove House and King's Park Infant Schools. We hope that parents, carers, children and our community enjoy our schools and what they offer to all. Grove House Infant and Nursery School and King's Park Infant School are situated either side of Dereham town centre and are within walking distance of the town centre itself. The schools being federated means that they share the same Executive Headteacher and as a result many of the staff work within both schools and the children take part, frequently, in Federation activities including sports and curriculum led events.

Our vision at The Federation of Grove House and King's Park Infant Schools is to guide children to become lifelong learners and responsible citizens, who are prepared to face a challenging world, by offering experiences that promote the value and enjoyment of education and learning both inside and outside of the classroom.

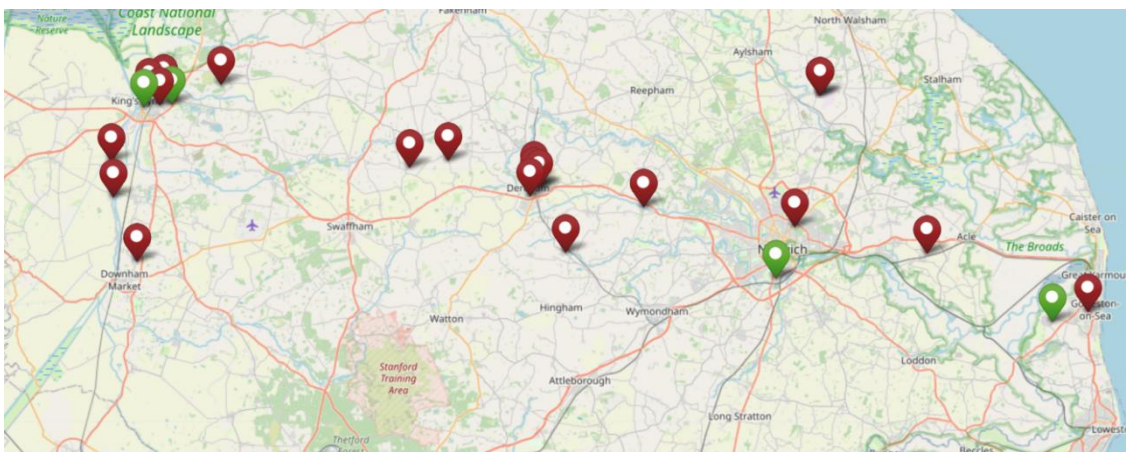
I am excited to be the Executive Headteacher of these two successful schools and am very proud of our achievements. All members of the community work diligently to ensure that every child is challenged and reaches their true potential in all aspects of their learning. This is through high quality teaching, a creating and engaging curriculum and a team of professionals who put the needs of children first. The children are at the heart of every decision that we make, to ensure that they are enthused, confident and enjoy all aspects of school life. We ensure the opportunities that are provided for them are relevant to their individual needs, with the balance of instilling not only the school learning powers, but UET Trust Pledges.

Our engaging and creative curriculum enables children to recognise and celebrate success, develop their own passion for learning and our team of professionals enable children to develop high aspirations which can be carried with them onto the next stage of their educational journey.

I believe that education is about the whole child and that active partnerships between home and school enable the develop of learning to be successful. Our relationships with parents, the community and other schools within Unity Education Trust is something we are proud of.

The Federation team look forward to working with you and your child to enable them to strive to reach their full potential and develop the lifelong learning skills needed to succeed. We welcome any questions and visits to see our schools in action.

Mrs Rachel Creed – (Executive Headteacher)



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Class Teacher

JOB DESCRIPTION

Job Title	Class Teacher
Location	The Federation of Grove House Infant and Nursery School and Kings Park Infant School
Grade	MPS point 1 – point 6
Responsible to	Executive Headteacher Executive Deputy Headteacher
The post holder will need to liaise effectively with	Staff team Support staff Parents and Governors Representatives from UET
Effective Date	01 September 2026

Role and Context

Job Purpose	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of a teacher in accordance with the STPCD • Meet the expectations set out in the Teachers Standards • To carry out the functions as reflected in the Visions and Aims of The Federation of Grove House Infant and Nursery School and Kings Park Infant School and Unity Education Trust
Context	Grove House Infant and Nursery School and King's Park Infant School are situated either side of Dereham town centre. The schools are federated which means that they share the same governing body and Executive Headteacher. Many of the staff also work within both schools and the children join together regularly to take part in Federation activities.

Principal Accountabilities (in order of importance)

<ul style="list-style-type: none"> • To create a stimulating, well-organised, safe and attractive learning environment – encouraging high standards of work and relationships where all children can flourish. • In accordance with our long-term plans, deliver and review lessons which are appropriate to the age and ability of the children so as to facilitate progression in all pupils' learning. • To organise and teach children in all areas of the EYFS or primary national curriculum, in accordance with school and Trust policies and the statutory requirements and the Norfolk Agreed Syllabus for RE • Assess, record and report on the development, progress and attainment of the pupils in your class to other members of the school team, parents, governors and Trust members. • Be a good role model within school, displaying a consistency of approach to behaviour management • Support the ethos, vision and aims of the school and Unity Education Trust • Engage in professional development activities to enhance personal performance • Liaise with colleagues and work flexibly • Provide feedback to parents and carers on a pupil's progress at parents' evenings, support plan meetings and in the annual written report.
--

- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Promote the safety and wellbeing of pupils

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Graduate with Qualified Teacher Status ▪ Recent relevant professional development ▪ Have an up-to-date knowledge of teaching and wider curriculum developments 	
Experience	<ul style="list-style-type: none"> ▪ Knowledge and ability of planning, preparing and delivering lessons to mixed-aged classes ▪ Know how to challenge and differentiate for children of varying abilities ▪ Ability to promote a positive ethos and good behaviour within the classroom and around school ▪ Ability to encourage independent learning and develop a growth mind set ▪ Experience of subject leadership across the whole school ▪ Successful experience of teaching in and up to date knowledge of the relevant phase ▪ Direct and supervise support staff assigned to them, and where appropriate, other teachers 	
Skills/Knowledge	<ul style="list-style-type: none"> ▪ Good working knowledge of how to support children with specific special educational needs 	<ul style="list-style-type: none"> ▪ Strategies for school improvement – assessing needs, data analysis, coaching and mentoring staff within subject leader roles

	<ul style="list-style-type: none"> ▪ Working knowledge of child protection procedures, health and safety procedures, ▪ Equalities Act, confidentiality and data protection policy and procedures ▪ Work constructively as part of a team ▪ Strategies and interventions for ensuring good behaviour management ▪ Able to use a range of ICT equipment to support learning 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Ability to promote the school and Unity Education Trust positively ▪ Ability to inspire trust and confidence amongst others ▪ Demonstrate an understanding of the importance of forming and maintaining positive relationships with children, parents and colleagues ▪ Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school ▪ Have proper and professional regard for the ethos, policies and practices of the school, and ▪ maintain high standards of attendance and punctuality 	<ul style="list-style-type: none"> ▪ A solution-focussed mind set and determined “no excuses” approach to raising standards ▪ Ability to create a happy, challenging and effective learning environment ▪ Reflective practitioner ▪ Self-motivated and hard working ▪ Able to initiate ideas and put them into practice ▪ Good communication skills <p>Enthusiasm, commitment, discretion, patience, calmness, flexible and a positive outlook</p>
Safeguarding	<ul style="list-style-type: none"> ▪ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies ▪ Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary ▪ Promote the safeguarding of all pupils in the school 	

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located within the Federation of Grove House and King's Park Infant School. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Teachers MPR: Point 1 – Point 6 £32,916 to £45,352 actual per annum

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August
The Autumn Term from 1 September to 31 December
The Spring Term from 1 January to 30 April

NOTICE PERIODS

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give two months (and in the Summer Term three months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

HOURS OF WORK

This post is 1.0FTE and is governed by the provisions of the School Teachers' Pay and Conditions Document. This is a temporary position to cover Maternity Leave.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender,

marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion, please contact Mrs Rachel Creed, Executive Headteacher on Tel: 01362 694379 or by emailing office@ghn.unity-ed.uk



Unity Education Trust
C/O Dereham Sixth Form College
Crown Road
Dereham
Norfolk
NR20 4AG