



Thackley Primary School

Recruitment Information Pack

Class Teacher

Full Time, Permanent, MPS, From September 2025



Timeline

Closing date for applications: Monday 24th February 2025 at Midday

Interviews taking place: Week commencing 3rd March 2025

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Class Teacher
Main Pay Scale



Dear Candidate,

Thank you for your interest in the position of Class Teacher at our school. We are looking to recruit an outstanding teacher to join our wonderful school. This is a full time, permanent post, to start September 2025. The allocated year group for this role is dependent on the experience of the candidate.

Thackley Primary is a two-form entry, successful school with a large nursery, situated on the Leeds/Bradford border. We are a happy, friendly, lively school and have a wonderful staff team who are committed to providing the best education for our children.

In our latest Ofsted inspection (2024) we were awarded 'Good' for overall effectiveness. We achieved a Good grade for The Quality of Education, Leadership & Management and Behaviour & Attitudes. We achieved an Outstanding grade in Personal Development and Early Years.

Ofsted observed that our school is 'warm and welcoming' and that our 'pupils benefit from positive relationships with the adults in the school'. Everybody at Thackley makes a difference! We are fully committed to providing support, training and opportunities for career progression to all our staff and value the contribution that each and every one makes to the improvement and development of our school.

We are looking for an excellent teacher who can be creative in their work and contribute to the continuing development of Thackley School. Passion, drive and commitment are key factors in the staff team at Thackley.

We welcome you to visit us to gain a fuller insight into our school.

Please ring to arrange an appointment or to request further information.

We look forward to hearing from you.

A handwritten signature in black ink that reads 'Annette Patterson'.

Mrs Annette Patterson
Headteacher

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Our Vision

A school is an exciting place to be and every school provides a unique experience. At Thackley Primary School, we want to provide the best possible experience for our children and for everybody who walks through our door. We have many aims within school but at the heart of everything, we hold close three key aims as our vision for our pupils.

These are:

High Standards in everything we do

Skills for Life

Happy Memories

We believe in **high standards** for all members of our school community. Our expectations apply to academic and sporting achievements, manners, behaviour, attitudes and in everything we do.

We support our children to develop **skills for life** throughout their time at Thackley. This includes developing the ability to be resilient and independent and to have perseverance, patience and compassion. We want our children to leave Thackley as responsible citizens, independent, creative thinkers and to be kind to others. It also encompasses our new Skills for Life curriculum which aims to teach a wide range of skills which prepare children for life in the real world. This includes practical skills such as tying shoelaces, basic first aid, setting a table and making a bed as well as how to be brave, deal with big emotions and to have ambitions.

Above all, we want our children to leave Thackley with **happy memories**. If children are happy and enjoy school, they learn at a far faster pace and enjoy contributing to their own development and success. We strive to make every child's years at primary school happy. We enhance our curriculum with exciting trips, residentials and experiences which our children will remember forever.



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Contract: Permanent, Full Time
Start date: September 2025
Salary: MPS

Class Teacher

The Governing Body of Thackley Primary School are seeking to appoint a dynamic, enthusiastic class teacher. This is a full-time position to start September 2025.

Thackley Primary is a successful two form entry school. You would be joining a strong, supportive team who are committed to ensuring the best possible outcomes, progress and achievement for all pupils.

We are looking for a candidate who will:

- Be an outstanding classroom practitioner with a strong commitment to raising standards
- Have high expectations of children's achievement, as well as possessing the drive and enthusiasm to inspire the children in their care
- Be willing to work as a member of an effective and established teaching team
- Demonstrate vision, creativity, drive and passion to continue the development of our school

In return we can offer the successful candidate:

- A positive, safe and caring environment with a learning culture for all
- A commitment to your professional development
- A committed, hardworking, friendly staff team who work together to develop excellence
- A positive school ethos that celebrates success and is committed to inclusion
- Enthusiastic and co-operative pupils
- The opportunity to make a real difference to children's lives

Visits to the school are warmly welcomed.

Please note that school closes for half term 14th February.

To make an appointment, please contact our Business Manager, Mrs Jayne Preston on 01274 414437 or e-mail vacancies@thackleyschool.com

Applications should be submitted via Prospects online

Closing date for applications: Monday 24th February 2025 at Midday

Interviews taking place: Week commencing 3rd March 2025

We are committed to safeguarding and promoting the welfare of children.

All posts are subject to an enhanced DBS check.

Applicants will be subject to an online search if shortlisted.

Proof of eligibility to work in the UK will be required.

Please note: CVs are not accepted for this post.

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Job Description

Post Title	Class Teacher
School	Thackley Primary School
Pay grade	Main Pay Scale

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Thackley Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Thackley Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

As a Primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment in your class, the year group, and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards within your specialist subject area and across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a Classroom teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Scale (UPS), your achievements and contribution to an educational setting should be substantial and sustained.

EFFORT DEMANDS:

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.

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- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

TEACHING RESPONSIBILITIES:

- To teach students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students.
- Identifying effective intervention and mentoring strategies for students.
- To mark and grade students work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the curriculum, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and examinations.
- To undertake pastoral duties, such as taking on the role of class teacher, and supporting pupils on an individual basis through academic or personal difficulties.

HEALTH, SAFETY AND DISCIPLINE:

- To ensure a safe, secure and healthy environment for students
- To manage pupil behaviour in the classroom and on school premises and apply appropriate and effective measures in cases of misbehaviour
- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

WHOLE SCHOOL ORGANISATION AND STRATEGY:

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Under direction from the Headteacher, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

MANAGEMENT OF STAFF AND RESOURCES:

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- To efficiently deploy such resources as are allocated/delegated to you.

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PROFESSIONAL DEVELOPMENT:

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff.

COMMUNICATION:

- To communicate with parents and carers over pupils' progress and participate in team meetings, parents' evenings and whole school training events.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:

- To liaise with other professionals, such as learning mentors, educational psychologists, education welfare officers etc.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English in School.

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SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Leader or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



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Personnel Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> Honours degree or equivalent in a relevant subject Qualified Teacher Status Commitment to continuing professional development Willingness to participate in development and training opportunities 	<ul style="list-style-type: none"> Attendance at relevant CPD Relevant safeguarding training
EXPERIENCE:	<ul style="list-style-type: none"> Recent teaching experience and recognised as being (or in the case of an ECT, having the potential to be) a good/outstanding practitioner An understanding of barriers to learning and how those may be overcome Experience of safeguarding Experience of working with parents and members of the community 	<ul style="list-style-type: none"> Experience in leading subjects across a school Experience of managing student performance and intervention strategies to raise performance
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> Ability to communicate effectively with a range of internal and external stakeholders Excellent literacy, numeracy and ICT skills Knowledge of the curriculum and how to plan effective lessons Knowledge and understanding of the principles and practice of assessment, target setting and pupil tracking Knowledge of effective Behaviour Management strategies In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. A sense of humour 	<ul style="list-style-type: none"> Experience of using ICT effectively

Safeguarding Statement

The school pays full regard to current DfE guidance Keeping Children Safe in Education. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and contractors' staff.

In line with statutory duties, the following will apply:

- We will maintain an up to date single central record detailing the range of checks carried out on our staff and volunteers
- We obtain a DBS Enhanced Disclosure for all new appointments to the school workforce
- We seek confirmation from applicable staff that they are not disqualified from childcare under the Childcare (Disqualification) Regulations 2009. This includes:
 - Staff employed in our EYFS
 - Staff running our breakfast club & after school provision
 - Members of the SLT
- We obtain confirmation of appropriate checks and on-going training for supply staff from their agencies
- Where possible, contractors whose staff have DBS checks are used. Where this is not possible, appropriate measures are taken to supervise these workers. Similarly, occasional visitors to the school who do not have DBS certificates are supervised appropriately.

All staff are provided with a copy of Keeping Children Safe in Education and relevant updates; they are asked to sign that they have read and will follow the guidance given.

Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

Inclusion

We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement. Please contact Jayne Preston (School Business Manager), via email: vacancies@thackleyschool.com to arrange a mutually convenient appointment.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications should be submitted via the Prospects website.

Shortlisting

We assess all applications against the specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the closing date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interview day will consist of a teaching task and a formal interview. This is designed to allow you to demonstrate your skills and abilities and share your experiences. You will be asked to bring proof of qualifications and identity on the day.

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Final Selection

Following the task and formal interview, we will consider your responses to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will offer brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing.

Any offer is made subject to:

- Receipt of references satisfactory to us
- Satisfactory DBS checks
- Provision of proof of identity and qualifications



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