



**Addingham Primary School**

# **Recruitment Information Pack**

**Reception or Year 1 Class Teacher**

Part time 0.8, Fixed term contract for 1 year, From September 2026

Suitable for ECTs

**Timeline**

**Closing date for applications:** 15<sup>th</sup> May 2026 at 10am

**Interviews taking place:** Week commencing 18<sup>th</sup> May 2026

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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 part time (0.8), fixed term post, to start September 2026 for one year in the first instance. The allocated year group for this role is Reception or Year 1, dependent on the experience of the candidate.

Addingham Primary is a one-form entry, successful school situated in the village of Addingham. 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 (March 2023) we were awarded 'Outstanding' in all areas (Quality of Education, Behaviour & Attitudes, Personal Development, Leadership & Management and Early Years) and an overall effectiveness rating of Outstanding

Ofsted observed that *"All pupils are incredibly proud to attend this outstanding school, where they thrive in every area."* *"The quality of the curriculum at Addingham is exemplary. Pupils' attitudes to learning are excellent because lessons are so fascinating and appropriately matched to what pupils need to learn next."* Everybody at Addingham 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 Addingham Primary School. Passion, drive and commitment are key factors in the staff team at our fabulous school.

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  
Interim Headteacher

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## Our School

Addingham Primary School is a one form entry school with highly skilled and experienced staff who are dedicated to the education and care of all the children in our school. Our children make excellent progress in all areas of learning and leave school feeling proud of their accomplishments.

We are lucky to have a huge amount of space both inside our spacious classrooms and within our extensive grounds, located at the heart of Addingham. We have a pond, bird hide, playing fields, sports courts, playground equipment, garden and stunning views in our quiet corner of the village which we access daily.

Addingham is a village with a very supportive community. Our school benefits from the neighbours who come in to share the wealth of knowledge, breadth of passions and jobs enhancing our learning and experiences. We also have access to all that Ilkley has to offer with sporting opportunities such as cross-country teams and football where all children have the opportunity to trial different sports and compete competitively.

Music flows through our school with specialist music teachers who help children to access and enjoy music through instrument lessons and singing. We put on incredible productions where children shine while performing for their families and friends.

Working closely with governors, staff and parents we strive to ensure that all children learn through a creative and exciting curriculum with our mission statement 'putting children first' at the heart of everything we do.

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**Contract:** Fixed term. Part time 0.8 (4 days)

**Start date:** September 2026

**Salary:** MPS

## Reception or Year 1 Class Teacher

The Governing Body of Addingham Primary School are seeking to appoint a dynamic, enthusiastic class teacher. This is a Part time, Fixed term contract for 1 year in the first instance to start September 2026.

Addingham Primary is an outstanding one 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
- Have experience of Reception and/or Early Years
- 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.**

To make an appointment, please contact our School Office on 01943830298 or e-mail [mail@addingham.bradford.sch.uk](mailto:mail@addingham.bradford.sch.uk)

**Applications should be submitted via Prospects online**

**Closing date for applications:** 15<sup>th</sup> May 2026 at 10am

**Interviews taking place:** Week commencing 18<sup>th</sup> May 2026

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     | Addingham 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. Addingham 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. Addingham 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.

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- Will appreciate and support the role of other professionals.
- 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.

## **RESPONSIBILITIES**

### **TEACHING:**

- 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.
- Subject to the guidance relating to Cover, 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 (ECTs).

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- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.

#### **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:

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- 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.

#### **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  |
|--------------------------------------|--|--|
| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>• Honours degree or equivalent in a relevant subject</li> <li>• Qualified Teacher Status</li> <li>• Commitment to continuing professional development</li> <li>• Willingness to participate in development and training opportunities</li> </ul>  | <ul style="list-style-type: none"> <li>• Attendance at relevant CPD</li> <li>• Relevant safeguarding training</li> <li>• Professional qualification or relevant experience</li> </ul>  |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>• Proven record of success as an outstanding Teacher</li> <li>• An understanding of barriers to learning and how those may be overcome</li> <li>• Previous teaching within primary education</li> <li>• Experience of safeguarding and additional educational needs</li> <li>• Experience of working alongside employer partners to achieve learning objectives</li> <li>• Evidence of having previously spoken fluently to customers at an Advanced Threshold Level</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in leading subjects across a school</li> <li>• Experience of managing student performance and intervention strategies to raise performance</li> <li>• Experience of working with parents and members of the community</li> </ul> |
| <b>KNOWLEDGE/<br/>SKILLS:</b>        | <ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of internal and external stakeholders</li> <li>• Excellent literacy, numeracy and ICT skills</li> <li>• Experience of using ICT effectively</li> <li>• Knowledge of the curriculum and how to plan effective lessons</li> <li>• Knowledge and understanding of the principles and practice of assessment, target setting and pupil tracking</li> <li>• Knowledge of effective Behaviour Management strategies</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level.</li> <li>• A sense of humour</li> </ul> |  |

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# 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 our School Office on 01943830298 or e-mail [mail@addingham.bradford.sch.uk](mailto:mail@addingham.bradford.sch.uk) 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. If your current or last employer is in a school, the Headteacher must be a referee.

## **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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