

**Poppy Hill Church of England Multi Academy Trust**

**Application Pack**

**Upper Key Stage 2  
Primary Teacher**



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# Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Upper Key Stage 2 Primary Teacher** within the Poppy Hill Church of England Multi Academy Trust. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Meppershall Academy have over 200 pupils on roll across Reception to Year 6 and enjoy strong links with our feeder school Henlow Academy, who accommodate our Year 5 & Year 6 children. Each year pupils also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and the Henlow and Meppershall Values really come alive on a daily basis.

Our staff comprises of 41 teachers and 62 support staff on the Henlow Academy site. The Senior Management Team is substantively the Headteacher, three Deputy Headteachers, two Assistant Headteachers, the SENDCo, the Operations Manager and the Chief Financial Officer.

The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website [www.poppyhill.org.uk](http://www.poppyhill.org.uk) or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: [jmarshall@henlowacademy.org.uk](mailto:jmarshall@henlowacademy.org.uk)

The closing date for applications is **Friday 20<sup>th</sup> June** with interviews taking place the **week commencing 30<sup>th</sup> June**.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Sharp at [nsharp@henlowacademy.org.uk](mailto:nsharp@henlowacademy.org.uk). We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We appreciate the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Earp'.

Caren Earp - CEO



***The trust operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).***

## About Poppy Hill Church of England Multi Academy Trust

Founded in 2021 by Henlow Academy, Poppy Hill Multi Academy Trust has since grown to include Meppershall Academy, bringing together a shared commitment to educational excellence in Central Bedfordshire. Today, our Trust serves over 800 pupils across two schools, built on strong relationships with our local primary feeder schools, the Diocese of St Albans, and a wide network of community and charitable organisations.

At the heart of our Trust is a clear and inclusive mission: to offer outstanding education to children of all faiths and none, within a caring, supportive, and values-driven environment. We believe that every child deserves access to high-quality teaching and the opportunity to thrive - personally, academically, and spiritually.

Rooted in Christian principles, the Poppy Hill Trust is guided by our core values of Honesty, Enthusiasm, Nurture, Love, Originality, and Wisdom. These values inform everything we do, reflected in our daily practice through Love of God, Love of Life, Love of Learning, Love of Each Other—or as we call it, Living Our Values Every Day.

Our ethos and Christian vision shape a nurturing community where every child is encouraged to enjoy learning through a balance of support and challenge. As expressed in our guiding scripture - "I have come that they may have life, and have it to the full" (John 10:10) - we are committed to helping every young person flourish.

Warmth, integrity, and a deep sense of community are the hallmarks of the Poppy Hill family. Together, we are creating a future where all children are empowered to reach their full potential.



## Job Description

**Post:** Upper KS2 Primary Teacher (Maternity Cover)

**Salary/Grade Range:** ECT/MPS/UPS

**Reporting to:** Head of School and Executive Headteacher

**Liaising with:** The Executive Headteacher, Head of School and SLT of Henlow and Meppershall Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

### **Purpose of Role:**

- To raise standards of student attainment and achievement for students in Year 5 & 6.
- To ensure that pupil progress data is used effectively to raise standards.
- To promote excellence within your class in order to encourage and support students in making progress that is in line with, or above expectations.
- To work with other members of the school in developing and sharing good practice, improving the quality of learning and teaching and improving student progress and outcomes.
- To create a focused, happy and committed learning and working environment in which students feel secure and valued and want to achieve.

### **Duties of Role:**

#### **Staffing:**

- To promote teamwork, work cooperatively and act as a positive role model to ensure effective working relationships.
- To work within the allocated CPD funds and Professional Review processes to ensure your staff development needs are identified.
- To contribute to performance management of other staff, as required.
- To play an active role in the Performance Management process within the school and collaborate with other members of staff on improving practice.

#### **Specific Duties:**

- To set high standards personally and to have high expectations of all students.
- To be fully aware of the learning needs of all students within your classes.
- To liaise with the pastoral team to ensure that you are fully aware of any potential barriers to learning and progress.
- To liaise with relevant staff – for example the Learning Support department and the staff responsible for Higher Attainers to ensure that all target groups are known to you and catered for in your planning, delivery, review and feedback.
- To work with other members of the team in the development of the schemes of work to ensure they motivate, stretch and challenge all students and are fully inclusive.

- To work with other teaching staff to plan and deliver differentiated lessons, taking into account varied learning styles, that challenge students and reinforce prior learning.
- To mark and assess students' work and give formative and summative feedback to ensure that students and their parents/carers are aware of their current progress, potential to improve and how to do so.
- To track and analyse student progress in your class and in other subjects you may teach, by maintaining department mark sheets/spreadsheets etc.
- To maintain good order and discipline within all lessons to facilitate effective learning and teaching.
- To involve the students in their own learning, taking into account different learning styles and the needs of the individual when planning and reviewing lessons.
- To be involved in the observation of your peers and to be open to lesson observations, in order to improve the pedagogy within the department and across the school.
- To keep abreast of new and emerging learning and teaching practice, including the National Curriculum, being open to being observed and observing others.
- To develop and share learning and teaching resources within the department.
- To report on students' progress according to the academy's reporting schedule, writing both summary and full written reports when required.
- To attend parent consultation evenings, staff meetings and Continuing Professional Development sessions as required.
- To work on the development of homework to improve student progress and ensure homework is set and marked in accordance with marking and assessment policies.
- To contribute to department development plans and where appropriate to the whole school development plan.
- To work with feeder and secondary school colleagues, attend liaison meetings, provide student data on transfer and thereby ensure transition is seamless and progress is uninterrupted.
- To play an active role in regular internal assessments to help inform setting, intervention, planning and reporting etc.
- To analyse assessment results and report on student progress to the HoD (and SLT link) to help inform student predictions and whole-school data analysis.
- To work with the HoD and other members of the department in monitoring and evaluating teaching through lesson observations, examination results, internal data analysis, feedback from students and other appropriate methods.
- To actively monitor and respond appropriately to any policy change, curriculum development or new initiatives at national, regional and local levels.

- To promote and celebrate success via electronic media, displays, staff briefings, assemblies and/or celebratory events.
- To liaise and consult with stakeholders, as required, including: parents, SENDCo, partner schools, Awarding Bodies, promoting the best interests of the trust at all times.
- To take on the role of Form Tutor carrying out all the associated duties as set out in the Job Description for Form Tutor.
- To undertake playground supervision, bus duty or other necessary duties on a weekly basis and to be prompt and effective in doing so.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of the trust at all times.
- To be aware of and apply all subject and academy policies.
- All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others.
- Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions including those that concern Covid-19.
- To undertake any other reasonable duties related to the scope and grading of the role and comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

**Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from SLT and Governors to undertake work of a similar level that is not specified in this job description.



## Person Specification

Key Criteria	Essential	Desirable	Identified By
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Degree</li> <li>Teaching Qualification</li> <li>Evidence of Continual Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualification</li> </ul>	Application Form and Verification
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Evidence of at least "Good" teaching at Key Stage 2</li> <li>Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>Sensitivity to the learning needs of all students</li> <li>Demonstrate understanding of using comparative data, together with information about students' prior attainment to establish benchmarks and set targets for improvement</li> <li>Identify usage of current good practice in assessment techniques and the monitoring of student progress across Key Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>An additional subject or flexibility to teach other curriculum subjects</li> <li>Evidence of "Outstanding" teaching at Key Stage 2</li> <li>Good knowledge of all Key Stages</li> </ul>	Application Form  References
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>The ability to maintain a current knowledge of your subject area, behaviour management philosophies and teaching and learning developments including local and national developments and initiatives</li> <li>The ability to inspire, enthuse and motivate students</li> <li>Good classroom management to encourage positive behaviour</li> <li>Ability to prioritise, plan, lead and organise the work of this curriculum subject</li> <li>Monitor, evaluate and review your lesson planning and the progress of your students</li> <li>Demonstrate application of information and communication technology to the development of learning and teaching in the subject</li> <li>Demonstrate creative problem solving and good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of the innovative use of ICT in your subject area</li> <li>Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of students</li> <li>Experience of having worked with parents to challenge and support their children</li> <li>Experience of raising students' and staff aspirations and performance</li> <li>Experience of improving a school's results to achieve outstanding levels of student performance</li> </ul>	Application Form  References  Selection Process  Interview

	<ul style="list-style-type: none"> <li>• Ability to work collaboratively or on own initiative</li> <li>• Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills</li> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities</li> <li>• Express your own ideas and opinions</li> <li>• Have high expectations of student attendance, performance and behaviour</li> <li>• Manage behaviour effectively and support other in doing so</li> <li>• Maintain a caring and supportive class, department, year and school environment</li> <li>• Recognise the role that parents, carers and families play in helping children succeed and thrive</li> <li>• Use data effectively to compare student performance (for example but not exclusively student tracking and value-added measures)</li> </ul>		
<b>Personal Qualities and Philosophy</b>	<ul style="list-style-type: none"> <li>• Flexibility and ability to prioritise</li> <li>• Self-motivation and self-reliance</li> <li>• Commitment to the post, your subject, your own professional development and the Henlow Church of England Academy ethos and ideals</li> <li>• Commitment to excellence in learning and teaching and experience of sharing good practice</li> <li>• Commitment to working effectively with parents/ carers, external partners and other agencies and schools to support the learning of children to define and realise the school's vision</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for teaching and commitment to enrichment activities</li> <li>• Commitment to the professional development of staff</li> <li>• Experience of having worked successfully with parents/carers and/or agencies to improve student outcomes in your subject</li> <li>• Experience of having led a change initiative</li> <li>• Experience of having solved a problem within your subject area or with a student issue</li> </ul>	Application References Interview
<b>Other factors, skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• A well-presented letter</li> <li>• Excellent communication skills</li> <li>• A commitment to the philosophy and aims of Henlow Church of England Academy</li> <li>• Full DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in the full life of the school</li> <li>• A positive, "can-do" approach with colleagues and students</li> <li>•</li> </ul>	Application Interview  DBS check