

# Meppershall Church of England Academy

## Application Pack

# Primary Class

# Teacher



## Contents

- Welcome
- About Meppershall Church of England Academy
  - Academic Results
  - Ofsted
  - SIAMS
  - Curriculum
- Our Mission Statement, Vision, Aims and Objectives
- Job Description
- Person Specification

## Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Primary Class Teacher at Meppershall Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

We 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 'Meppershall Values' really come alive on a daily basis.

The school's commitment to learning extends to staff as well as pupils: there is a well-developed structure 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.Meppershallacademy.co.uk](http://www.Meppershallacademy.co.uk) or from Mrs Ann Halford who can be contacted via the school office, 01462 813293 or email [ahalford@meppershallacad.org](mailto:ahalford@meppershallacad.org)

The closing date for applications is **31<sup>st</sup> May 2026** with interviews taking place **w/c 1<sup>st</sup> June 2026**

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Halford at the above address.

I know 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,

Margaret Newman & Ellie Corcoran

Co-Heads of School

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

# Our Mission Statement, Vision, Aims and Objectives

## Our Ethos

Our school is a place where:

- each child learns and grows through a curriculum that offers new opportunities, encourages aspiration and celebrates diversity.
- each child is celebrated as unique and has opportunities to flourish
- the wellbeing of each child is prioritised so they grow in confidence of who they are and what they can achieve.

## Our Vision

Our vision is for each child to thrive, in an environment of faith, aspiration, creativity, challenge and celebration; and to make their own unique contribution to the school, the community and the wider world. It is based on two texts from the Bible:

“God is love. Whoever lives in love lives in God, and God lives in them.”

(1 John 4:16)

“Start children off on the way they should go, and even when they are old they will not turn from it.”

(Proverbs 22:6)

## Our Aims

- To be ambitious for what we want our children to achieve.
- To provide excellent care to help all children stay safe, and develop physical and emotional wellbeing.
- To build a community based on mutual respect, where living our values every day leads to everyone enjoying “Life in all its fullness”.
- To provide and deliver excellent teaching and learning opportunities that allow children to:
  - nurture a lifelong love of learning
  - be inspired to achieve
  - develop awe, wonder, curiosity and thankfulness
- establish secure self-esteem (through understanding they are unique, precious and valued)

**Love of God - Love of life - Love of learning - Love of each other**

- explore, investigate and make mistakes without fear of failure or criticism;
- acquire the key skills of communication (speaking and listening, reading and writing) and numeracy
- develop resilience and problem-solving skills that will enable them to adapt to a changing society.
- grow in confidence and independence
- demonstrate a high standard of personal behaviour, understanding the difference between right and wrong and the consequences of their actions for themselves and others
- explore and develop their own values, beliefs and spiritual awareness,
- recognise, understand, appreciate, respect and celebrate cultural and social diversity

## Our Values

We show Love of God, Love of life, Love of learning, Love of each other through Living Our Values Every day. The values which show that LOVE are: Respect, Compassion, Generosity, Truthfulness, Forgiveness, Service, Courage, Friendship, Thankfulness, Trust, Perseverance, Justice



**Love of God - Love of life - Love of learning - Love of each other**

## Job Description

**Post:** Primary Class Teacher

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

**Reporting to:** The Head of School and Executive Head Teacher

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

### **Purpose of Role:**

- To support the Academy's drive to further improve standards of pupil attainment and achievement through to the end of Key Stage 2.
- To ensure that pupil progress data is used effectively to raise standards.
- To promote excellence in order to encourage and support students in making progress that is in line with, or above expectations.
- To promote and support teaching and learning that inspires to the highest standards through quality leadership, challenge and support.
- To manage, deploy and monitor staff team members.
- To ensure that every pupil benefits from the full breadth of the curriculum.

### **Staffing:**

- To promote teamwork and to motivate staff to ensure effective working relationships.
- To work within the allocated CPD funds and Professional Review processes to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To participate in the Academy's ITT activity and NQT programme as appropriate.

### **Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a Class Teacher.

### **Specific Duties:**

- To be responsible for pupil progress and achievement, liaising with staff and the SLT as appropriate.
- To lead the development of both curriculum and pedagogy through monitoring, evaluating and supporting learning in lessons, exemplifying good practice in your classrooms and being open to others observing this.
- To play an active role in developing effective PR across and help facilitate appropriate CPD.
- To liaise with staff to maintain up-to-date databases on pupil progress and monitor

identified sub-groups in the subject, department and key stages.

- Using pupil progress data, to intervene and take appropriate action in order to secure the highest standards of achievement.
- To encourage the highest standards of effort and achievement among pupils through the use of the Meppershall Academy praise and celebrating success systems.
- To have an overview of the attendance and assessment data for all target groups (PP, FSM, CLA, SEND, Gender, EM, and High Attainers) at Meppershall Church of England Academy liaising with the SENDCO and other relevant staff as appropriate regarding data, intervention and challenge for these pupils.
- To keep abreast of new developments in the curriculum and attend meetings representing Meppershall within the Diocese of St Albans.
- To work with lower and upper school liaison co-ordinators and other subject leaders to ensure smooth transition and pupil progress across the whole school journey.
- To work with staff to create the School Development Plan (SDP) and Self Evaluation Form (SEF). The SDP will need to be monitored and amended throughout the academic year.
- To contribute to the whole school development and improvement plan.
- To monitor the standard of teaching and learning by completing regular lesson observations, learning walks and work scrutiny.
- Co-ordinate planning, delivery and assessment across the subject area.
- To liaise with all stakeholders internal and external to the organisation as required, promoting the best interests of Meppershall Church of England Academy at all times.
- To undertake any other reasonable duties related to the scope and grading of the role.

**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 the Meppershall SLT and Governors to undertake work of a similar level that is not specified in this job description.

Poppy Hill Church of England Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. As part of the recruitment process all candidates will be checked for suitability and assessed against the Person Specification and 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 EYFS, Key Stage 1 &amp; 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 pupils</li> <li>• Demonstrate understanding of using comparative data, together with information about pupils' 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 pupil progress across EYFS and Key Stage 1&amp;2</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of "Outstanding" teaching at EYFS and Key Stage 1 and 2</li> <li>• An understanding of how to monitor the performance of a school, using data, monitoring pupils' work and observing teaching</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 pupils</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 pupils</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>• Experience of working with a variety stakeholders and outside agencies to support the attendance, behaviour, attainment and achievement of pupils</li> <li>• Experience of having worked with parents to challenge and support their children</li> <li>• Experience of raising pupils' and staff aspirations and performance</li> <li>• Experience of using a daily communication app for parents e.g. Dojo</li> </ul>	Application Form  References  Selection Process  Interview

<p><b>Professional Knowledge, Skills and Understanding</b></p>	<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 pupil 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 pupil performance (for example but not exclusively pupil tracking and value-added measures)</li> </ul>		
<p><b>Personal Qualities and Philosophy</b></p>	<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 Meppershall 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 pupil 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 pupil issue</li> </ul>	<p>Application References Interview</p>

Key Criteria	Essential	Desirable	Identified By
<b>Personal Qualities and Philosophy</b>	<ul style="list-style-type: none"> <li>• Commitment to our local community and improving the life chances of the pupils in our community</li> <li>• Ability to work cooperatively as a positive team member and leader</li> <li>• Willingness to embrace change and new ideas in an evolving team</li> <li>• Ability to find innovative solutions to problems/issues</li> <li>• Commitment to inclusion</li> </ul>		
<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 Meppershall 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 pupils</li> </ul>	Application Interview  DBS check