



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Teacher (Fixed Term – 12 months)

Parklee Primary School





A message from the Headteacher

Thank you for expressing an interest in the position of Teacher at Parklee Primary School.

This is an exciting opportunity for a dedicated and dynamic teacher to join an excellent school at an exciting stage of its journey.

Parklee Primary School sits at the heart of the community and encompasses the values and strengths of the town's proud history with our origins dating us back to the original Lee Street School. We are proud to be part of the Education Partnership Trust (EPT), who are committed to creating outstanding schools which transform learning, lives, and communities.

Our school has a culture built around our values of Positivity, Aspiration, Resilience, Kindness, Loyalty, Empathy and Excellence. These core values underpin everything we do.

Our school has a positive reputation for embracing and celebrating every kind of achievement. This is reflected in our commitment to inclusion and unity. Relationships and attitudes are very positive and an ethos exists in which learning together becomes an enjoyable and fulfilling experience for all making our school a happy and engaging place to learn and work.

Every member of our team here at Parklee are proudly committed to ensuring that every child flourishes. Our children are incredibly precious to us and we understand how important it is that they develop as happy, well-rounded individuals. We enjoy working alongside our parents and carers to enable their children to thrive here as they become successful and engaged learners.

Our school is fortunate to serve a strong and unique community and we are very proud of our history and position within that. By working together with ambition and optimism, strengthened with local support, we provide every opportunity for the children and families to thrive and shine.

It is a privilege to serve as Headteacher of Parklee, my principal role is to make sure the children are happy, safe and achieving well. I believe children should feel secure, supported, inspired and challenged and that they will achieve well if they are cared for and clear about what is expected of them. My strong belief is that education has the power to change children's whole lives, providing opportunities for them to flourish within and beyond the classroom so they may achieve the highest standards academically whilst developing and nurturing their unique talents, creativity, interests and personalities.



To apply for this post, please follow the instructions on the Vacancies page on our website
<https://ept.face-ed.co.uk/vacancies>.

For visits to the school or any other information, please contact the Office Administrator Mrs Jane Holland:
enquiries@admin.parklee.wigan.sch.uk

I would be delighted to welcome you to see our wonderful school in action.

Dawn Roper
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Teacher (Fixed Term – 12 months)

Hours: Full Time
Start Date: 1st September 2025
Salary: MPS/UPS

Parklee Primary School wishes to appoint a hardworking, enthusiastic and committed Teacher on a fixed term contract for at least 12 months. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.

What are the job requirements?

- Qualified Teacher Status
- Qualified to at least degree level
- Teaching experience in Primary Teaching phases – Early Years, KS1 and KS2
- Strength in teaching phonics and reading
- Knowledge of the Primary National Curriculum
- Effective teaching, learning, assessment and reporting strategies including the use of ICT

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.



- Electric Car Scheme (Salary Sacrifice)
- Access to Teachers' pension scheme.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 25th April 2025 - 13:00
Observations: TBC (w/c 6th May)
Interview date: TBC (w/c 12th May)

Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com.

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



Job Description

Teacher (Fixed Term – 12 months)

Reports to: Senior Leadership Team

Grade: MPS/UPS

Job Purpose

- To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.

Key Responsibilities and Accountabilities

Knowledge and Understanding

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

Planning, Teaching and Class Management

- Promote and support the positive culture and ethos of the school;
- Attend assemblies and events, contributing to the preparation of these throughout the year;
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and values and the School Improvement Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are under achieving, very able, or not yet fluent in English.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans.



- To assess, record and monitor each pupil's progress in line with the National Framework profile and to report to parents.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with behaviour in the context of the school Mission Statement and Values, Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

Wider Professional Effectiveness

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Leadership Team.
- To manage the co-ordination of a curriculum area.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

Accountable for:

- The education and welfare of the children in accordance with national conditions of service of the school.
- The quality of learning and the achievements of all pupils in the class.
- The quality of provision and sequencing of a curriculum area(s).

Safeguarding:

- The school takes safeguarding seriously. All staff are expected to follow the school's safeguarding procedures.

Entitlements:

- Training and development within the school's INSET programme and in accordance with School Development Priorities.



- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Induction, training and support as outlined in the ECT Framework, if applicable
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management (Annually)

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



Person Specification

Teacher (Fixed Term – 12 months)

Reports to: Senior Leadership Team

Grade: MPS/UPS

No	CATEGORIES	Essential/ Desirable
CORE BELIEFS		
1.	A relentless approach to securing the improvement of teaching and learning	E
2.	A commitment to establishing and maintaining honest, meaningful working relationships with children, school staff, parents, carers and the wider community	E
3.	Committed to team work and working collaboratively with colleagues	E
4.	A commitment to the safeguarding and welfare of all students.	E
QUALIFICATIONS, TRAINING AND EXPERIENCE		
5.	Qualified to at least degree level	E
6.	Qualified teacher status	E
7.	Evidence of recent and relevant training and a commitment to continued professional development	E
8.	Teaching experience in Primary Teaching phases – Early Years, KS1 and KS2	E
9.	Strength in teaching phonics and reading	E
10.	Knowledge of the Primary National Curriculum	E
11.	An excellent primary classroom practitioner who has high expectations and is committed to raising standards	E
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
12.	The theory and practice of providing effectively for the individual needs of all children	E
13.	Strategies to raise pupils' attainment and accelerate progress	E
14.	Effective teaching, learning, assessment and reporting strategies including the use of ICT	E



15.	Develop and maintain resources appropriate to Learning Objectives	E
16.	Local and national policies, current educational initiatives and priorities	D
17.	Knowledge of National Curriculum and school policy to support individual needs	D
18.	Knowledge of assessment recording and reporting procedures, setting pupil targets, analysing progress and attainment and maintaining records.	D
19.	Statutory requirements of legislation concerning equal opportunities, SEN and safeguarding.	E
20.	Ability to use continuous provision to enhance learning using a range of Teaching & Learning strategies and styles to ensure effective learning for all abilities.	D
21.	An understanding of Trauma Informed / Emotionally Friendly Schools practice and a willingness to engage in further training around this.	D
22.	Effectively deploy support staff and maintain good working relationships in the classroom	E
PROFESSIONAL SKILLS		
23.	Customise the curriculum to make it exciting, creative and relevant to learners at all levels through the use of adaptive teaching.	E
24.	Create a safe, happy, challenging and effective learning environment to motivate and engage learners.	E
25.	Promote and maintain high standards of behaviour in line with school policy.	E
26.	Ability to work on own initiative, prioritising and managing time effectively.	E
27.	Work co-operatively as part of a team	E
28.	Communicate effectively to a variety of stakeholders including parents-carers, support agencies and governors	E
29.	Establish good relationships with pupils, parents, governors and the wider school community.	E
30.	Be committed to the development of self through appropriate CPD	E
PERSONAL QUALITIES & ATTRIBUTES		
31.	A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision	E
32.	The ability to enthuse and inspire young people.	E



33.	Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.	E
34.	Confidence and self-motivation to work well and be decisive under pressure	E
35.	A high level of honesty and integrity	E
36.	Nurturing and compassionate	E
37.	High expectations of yourself and others	E



Contact

Parklee Primary School
Wardour Street, Atherton,
Manchester M46 0AR

01942 874203
enquiries@admin.parklee.wigan.sch.uk
www.parklee.wigan.sch.uk



An Education Partnership Trust School