



# Application Pack

Primary Phase  
Class Teacher



# Welcome

## to Hodge Clough Primary School



Dear Applicant,

I would like to thank you for showing an interest in the teaching opportunity at Hodge Clough Primary. We are a school on a journey, and together we are building something special: a school that sets high standards and a place where every pupil is known, supported and challenged to achieve their full potential.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; one that is designed to inspire curiosity, motivation, and a genuine love of learning. We want our pupils to become enthusiastic learners who take pride in themselves, their work, and the community they belong to.

We value high-quality learning, personal progress, and wellbeing equally, and our aim is to help every pupil flourish—developing the knowledge, character, and social skills they need to grow in confidence, resilience, and self-belief. We understand that children thrive when they feel safe, supported, and joyful in their learning.

Whether you are an Early Careers Teacher or have more experience in teaching, we welcome your application and we will strive to offer a fantastic and supportive environment for you to learn and grow your career. In return we want to appoint candidates who share our ethos and would relish the opportunity to shine in a progressive and ambitious school.

I am very excited about the opportunity to develop and strengthen our existing team; to give people opportunities to grow and develop valuable experience which will benefit you and our setting. The team here are committed to our journey, and we are committed to investing in our team. We welcome applications from candidates with an interest / experience in any primary phase, including EYFS. Please contact the school office on 0161 770 5790 to make an appointment to see our school at work.

Yours sincerely

Stella Hodgkinson  
Headteacher

# The school at a glance



Ofsted said : "Pupils are proud to belong to this warm and friendly school".

## Pupils on roll: 441

We are a two-form entry, split-site school

Conduit St Site: 291 pupils (Years 2-6)

Wilkes St Site: 150 pupils (Nursery - Year 1)

## SEND

SEN Support - 48 pupils

EHC - 16 pupils

Pupil Premium: 25%



# Vision & Values



Our strategic vision is rooted in the belief that every child can achieve great things when given the right support, challenge and opportunity, and that children must be placed firmly at the **HEART** of every decision we make.

At Hodge Clough, our motto is "Kind Hearts, Ambitious Minds, Striving for Excellence". Our core value of Pride, alongside our other values of Happiness, Excellence, Attitude, Respect and Togetherness (HEART) shape the culture of the school and articulate the standards we expect for, and from, every member of our community.

We aim to create a school filled with warmth, kindness and ambition, where children feel happy, valued, safe and inspired to learn. We foster positive attitudes, high expectations and a commitment to personal excellence, ensuring pupils develop confidence, resilience and a deep belief in their own potential.

Through respect, empathy and togetherness, we build a strong sense of community in which every child belongs, every voice is heard and every success is celebrated. Our vision provides a clear moral purpose and strategic direction: to ensure that every child thrives academically, socially and emotionally and leaves Hodge Clough proud of who they are and what they can achieve.





# Job Description

**Job Title:** Class Teacher  
**Reporting to:** The Headteacher

**Grade:** MPS Point 1- 6  
**Contract Term:** Full Time  
**Suitable for ECTs:** Yes  
**Closing date:** Monday 8<sup>th</sup> June at 12 noon  
**Interview date:** Week beginning 15<sup>th</sup> June

## Job Purpose

To carry out the duties of a class teacher as set out in the School Teachers' Pay and Conditions Document 2016 and have due regard to the aims, ethos and policies of the school, under the direction of and in consultation with the Headteacher.

## Teaching and Learning

Plan activities and experiences appropriate to the age, ability and individual need of all students following the Curriculum Guidance for Foundation Stage and National Curriculum to ensure students receive a broad and balanced curriculum.

Set clear and challenging targets for learning, building on prior attainment.

Consider how the subjects can promote citizenship, spiritual cultural, mental and physical development and preparation for adult life.

Reviewing and maintaining resources and a high-quality learning environment.

Recording student's profiles, progress and attainment in accordance with school policy

To positively promote engagement with parents.

## Continuous Development

To attend courses provided by organisations as and when appropriate and disseminate information.

Manage a curriculum area(s) of special interest where necessary:

- be involved in the organisation, maintenance and review of resources and equipment throughout school attached to that curriculum area(s);
- keep abreast of current trends and developments, attend relevant courses and disseminate information and ideas to colleagues associated with that curriculum area(s)
- creating and updating annual action plans indicating key priorities for development in line with school improvement and evaluation activities.

# Job Description



## **Assessment and Recording**

Assess how well learning objectives have been achieved and use this assessment to inform future teaching.

Assess and record students' progress in accordance with School Policy and Statutory Guidance.

Mark and monitor class and homework, providing constructive oral and/or written feedback and setting targets for students' progress.

Provide written reports to parents and other agencies, in accordance with school procedures statutory requirements and Code of Practice.

## **Pastoral**

To promote, maintain and supervise the Health and Safety of students engaged in authorised school activities both on school premises and elsewhere.

To demonstrate a commitment to positive behaviour management throughout school.

To care for the physical and emotional welfare of children within the class/school.

To follow child protection procedures in accordance with School Policy to ensure the safety and welfare of children throughout the school.

To register students, encourage punctuality and reinforce school attendance procedures in consultation with the Head Teacher.

To develop positive relationships with parents and promote home-school partnership.  
To liaise with outside agencies responsible for student welfare.

## **General**

To promote Equality and Diversity ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and no-discriminatory manner.

To attend meetings with colleagues, parents and outside agencies as directed by the Headteacher.

To adhere to safe working practices and to report any dangerous events or equipment to the relevant person.

To carry out any other duties appropriate to the level expected of a teacher on a standard scale relating to the efficient organisation of the school.

To participate in Performance Management as required by Government Regulations.

# Job Description



## **Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury.

It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



# Person Specification

E = Essential

D = Desirable

A = Application Stage

I = Interview and Assessment Stage

R = References

## Relevant Experience

Evidence of recent excellent classroom practice and experience of KS1/KS2	E	A
Evidence and experience of raising standards/achievement and accelerate student progress	E	A, I
Experience of working with parents, outside agencies and the wider community	D	A, I
Experience of working within a team	E	A, I
Experience of working with children from different backgrounds	E	A, I
Experience of creating an engaging, creative and vibrant classroom environment which stimulates children's interest and supports their learning	E	A

## Education and Training Attainments

Degree in appropriate area	E	A
Evidence of continuing professional development	E	A
Attendance at recent training/professional development on learning	D	A, I

## General and Specialist Knowledge

High quality and effective interpersonal skills	E	A, I
Expert knowledge of the National Curriculum and the skills to develop a creative and confident approach to curriculum co-ordination, clear philosophy of primary education and proven ability to translate this into practice	E	A, I
An excellent class teacher with excellent organisational skills	E	A, I
A dedication to meeting all children's needs through varying teaching strategies	E	A, I
An ability to lead, enthuse and motivate colleagues in a subject, preferably computing but this is negotiable to the right candidate.	E	A, I
Understand the principles of Child Protection and Safeguarding and recognise own responsibility and accountability	E	A, I
Excellent communication and presentation skills	E	A, I
An ability to be innovative, and support on-going initiatives	E	A, I
A willingness and capacity to contribute to the development of our curriculum	E	A, I

## Any additional factors

Degree in appropriate area	E	A
Evidence of continuing professional development	E	A
Attendance at recent training/professional development on learning	D	A, I

Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

**Please note this role is subject to an Enhanced DBS Certificate**

# How to apply



Download and return the the completed Application Form and your supporting statement by the closing date of: **Monday 8<sup>th</sup> June, at 12 noon**, to [info@hodgecloughprimary.oldham.sch.uk](mailto:info@hodgecloughprimary.oldham.sch.uk)

We welcome visits to school prior to application. Please contact us on 0161 770 5790 if you would like to arrange a visit.

## References

- Please note that we will contact the referees of shortlisted candidates prior to interview unless otherwise instructed.
- Please ensure that you provide the headteachers details if your last position was in a school setting.
- Please also note that we can only use business email addresses for referees, not personal ones, and we cannot accept generic references i.e. addressed "to whom it may concern"

Hodge Clough Primary School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post is subject to a Disclosure and Barring check.

**Please note that we appreciate the time and effort that goes into completing an application, but we regretfully cannot feedback to all applications. If you have not received a response two weeks after the closing date, please assume you have not been succesful on this occasion.**