



Classroom Teacher – Preschool

Recruitment Pack





Dear Applicant

Re: Classroom Teacher – Preschool

Thank you for your interest in our Classroom Teacher – Preschool position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



School Mission Statement and Aims

**Respecting each other,
Expecting our best,
Learning in a happy school.**

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to:

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



The Application Process

Interested candidates are welcome to contact Mrs Haworth for further information on the post on 0113 3230450 or at busar@weetwoodprimary.co.uk. Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: 20 March 2026 at 12:00

Interview Date: 31 March 2026

Job Start Date: As soon as possible

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



Vacancy Advert:

Post: Classroom Teacher – Preschool

Salary: Main Pay Scale M1-M6 (£32,916 - £45,352) depending on experience

Contract Type: Permanent

Contract Term: Full-time - Part-time candidates will be considered

Responsible To: Headteacher and Early Years Leader

Are you looking for an exciting new opportunity? We are seeking a conscientious, dedicated and enthusiastic Preschool Classroom Teacher to join our team—someone who helps children make exceptional progress through an engaging, challenging and inspiring curriculum.

We are looking for someone who is:

- Committed to creating a stimulating learning environment that enables outstanding progress for all children.
- Able to build positive relationships across the whole school community and work collaboratively with colleagues both within and beyond the school.
- Dedicated to safeguarding and promoting the welfare of children and young people.
- Driven by high expectations of themselves and able to motivate and inspire pupils to achieve their full potential.

We can offer:

- A friendly, supportive team committed to achieving high standards for every pupil.
- A happy, welcoming school environment where staff enjoy coming to work.
- A dedicated senior leadership team and governing body.
- Strong commitment to professional development, including opportunities for new responsibilities and ongoing training.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Job Description

Post: Classroom Teacher

Job Purpose: To use professional judgement to meet the learning needs of the children in your care, ensuring high standards of progress and achievement; and to share and uphold the collective responsibility for the well-being, education and behaviour of all pupils.

Statutory Requirements: Act within the statutory frameworks which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers' Pay and Conditions Document and Teacher Standards.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

1. Teach whole classes, groups, and individuals effectively so that learning objectives are met, pace and challenge are maintained, and teaching time is used productively.
2. Use engaging and inclusive teaching strategies that promote curiosity, effective questioning, clear explanation, and purposeful use of resources.
3. Adapt teaching to meet the needs of all learners, including pupils with SEND, disabilities, EAL, Gifted and Talented, and pupils eligible for Pupil Premium.
4. Set and maintain high expectations for behaviour, establishing a safe, positive, and well-managed learning environment.
5. Lead a specialist curriculum area across the school (except for ECTs).
6. Demonstrate strong subject and curriculum knowledge, particularly in phonics and early reading.
7. Make effective use of books, ICT, and other learning materials to support teaching objectives.

Planning and Pupil Achievement

8. Plan clear, well-structured lessons with appropriate learning objectives, content, and sequencing.
9. Work collaboratively with colleagues and pupils when planning learning experiences.
10. Set ambitious expectations for progress and motivation, building on pupils' prior attainment.
11. Identify pupils with additional needs and implement targeted support, including maintaining accurate Personal Plans (PPs).

Assessment and Evaluation

12. Assess, monitor, record, and report on pupils' progress and attainment, using assessment to inform future teaching.



13. Mark classwork and homework in line with school policy, providing constructive feedback and clear next steps.
14. Use relevant data to track progress, set targets, and plan subsequent learning.
15. Understand the expectations of the EYFS and the National Curriculum for Key Stages 1 and 2.

Relationships with Parents and the Wider Community

16. Prepare and present informative reports to parents and carers.
17. Provide opportunities for pupils to connect learning to real-life and work-related contexts.
18. Communicate effectively with parents, carers, and external agencies involved in pupils' welfare.

Professional Development

19. Take responsibility for ongoing professional development, keeping up to date with research and developments in pedagogy and subject knowledge.
20. Improve practice through reflection, observation, evaluation, and participation in CPD.
21. Engage fully in the school's appraisal processes and wider training opportunities.

Personal and Professional Conduct

22. Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour.
23. Model professionalism in conduct, presentation, and relationships with colleagues.
24. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
25. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.
26. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.

Safeguarding

27. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
28. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
29. Take responsibility for safeguarding all pupils and following child protection procedures.

Additional Responsibilities

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



Personal Specification

Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
Qualifications and Experience	• Qualified Teacher Status (QTS). • Degree or equivalent qualification. • Recent teaching experience relevant to the post in Preschool, Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) or Key Stage 2 (KS2). • Experience teaching across primary age range.
Skills and Knowledge	• Strong understanding of EYFS, phonics and progression in early reading, and National Curriculum for KS1 and KS2. • Clear understanding of how children learn and develop. • Ability to adapt teaching to meet diverse needs and maximise pupil progress. • Ability to build positive and effective relationships with pupils. • Knowledge of safeguarding requirements and statutory guidance. • Knowledge of effective behaviour management and strategies that build confidence and self-esteem. • Confident use of ICT to support teaching, learning and wider school tasks. • Ability to lead, advise and support other staff in the classroom. • Understanding of assessment principles, record-keeping and reporting in EYFS, KS1 and KS2. • Understanding of the SEN Code of Practice and its implications for teaching and learning.
Personal Qualities	• Commitment to securing the best outcomes for all pupils and upholding the school's ethos and values. • High expectations for pupils' attainment, progress and behaviour. • Ability to work under pressure, manage competing demands and prioritise effectively. • Flexibility and adaptability in response to changing circumstances. • Commitment to maintaining confidentiality. • Strong commitment to safeguarding, inclusion and equality.



Desirable Requirements:

Criteria	Qualities
Qualifications and Experience	• Degree with specific early years specialism. • Evidence of ongoing professional development relevant to primary education. • Additional training in phonics, early reading, SEND, EAL or curriculum leadership.
Skills and Knowledge	• Good organisational, planning and time management skills. • Think creatively and imaginatively to anticipate and solve problems and identify opportunities.