



West Jesmond Primary School Candidate Information Pack

Class Teacher

Full-time: From September 2025



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A Message from our Headteacher



Thank you for your interest in working at our school and in becoming a part of our West Jesmond Family.

We are looking for enthusiastic, exciting and talented Teachers to join our great staff team and make a strong and positive contribution to the education of our fantastic children.

West Jesmond is a large, successful and happy school in the heart of a vibrant and diverse community. We have over 620 friendly and engaged children with a thirst for learning and a very talented, committed and supportive staff. We are all proud of our inclusive, welcoming school and the strong relations we build with our families.

We want to ensure that **'every child feels clever every day'**. We offer an education that embraces and values children from all backgrounds and that draws on the strengths and experiences of all of our families and is underpinned by our **4Cs, Curiosity, Confidence, Creativity and Community**.

Alongside high standards across the curriculum, we offer many varied and enriched opportunities and experiences in and out of the classroom.

We are constantly striving to improve in all we do and work hard to create an innovative, reflective and dynamic environment in which we all learn and grow together. We have a strong record of developing all of our staff team and can offer you the chance to take the next step in your career in a school built on collaboration, creativity, innovation and mutual support.

Please look on our Facebook and Twitter (@West_Jes_School) feeds and the school website www.westjesmondprimary.org.uk to find out more information.

We look forward to hearing from you.

Matt Ward



About our school

West Jesmond is a truly unique school with a long history of successfully providing the highest quality education in Jesmond since 1901. In that time there have been many changes to education and indeed our wonderful school building but throughout the school's history we have always prided ourselves in making our children feel special and nurtured their talents in all areas of the curriculum.

We are passionate that we create a truly outstanding school built on secure foundations of excellent teaching, a daring, memorable, creative curriculum and consistently high academic attainment and progress for all learners.

It's our vision that the children of West Jesmond leave us in Year 6 as happy, successful, articulate, aspirational and empathetic young people, eager for the next stage of learning in their lives and respectful towards the exciting differences of cultures in modern British society.

In our school we foster a whole family atmosphere where children feel confident to express their individuality, their talents and know that success in any aspect of their lives will be rewarded and celebrated. We currently have children from over 30 countries around the world and have children fluent in over 20 languages – something very few primary schools can boast about. This adds to our unique nature where children work, play and learn together harmoniously.

Together we will make West Jesmond Primary an exciting place for your children in which to learn, grow and flourish in the centre of our vibrant Jesmond community and also as a beacon of excellence across our great city.



Class Teacher: MPS1—UPS3

Full time: Sept 25 Maternity Cover with possibility of future permanent role.

Required from 1 September 2025: The Governors, staff and children of West Jesmond Primary School wish to appoint an outstanding teacher to join our popular, happy and very successful school and our West Jesmond Family.

Applications from newly qualified, recently qualified and more experienced teachers welcome.

We are looking for someone who:

- Is passionate about teaching and learning
- Believes in the power of education to inspire, motivate and enthuse every child
- Can build strong and positive relationships with all of our school community
- Has an innovative and creative approach to the curriculum that ensures pupil engagement
- Has outstanding classroom management creating a positive learning environment in which all children can succeed

We can offer you:

- A school built on collaboration, creativity, innovation and community
- Over 600 friendly and engaged children with a thirst for learning
- A talented, committed and supportive staff
- The opportunity to build and develop your career in a dynamic learning environment.
- Creative learning opportunities throughout the Ouseburn Learning Trust

If you feel you have the enthusiasm and skills required, we would like to hear from you.

Applications from early career and experienced teachers who have the above qualities are welcome.

THIS IS A CATEGORY "E" POST:

Please note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage; even if you indicate otherwise. West Jesmond is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. Please see the copy of our Safer Recruitment Policy and the copy of our Safeguarding and Child Protection Policy on our website.

**Interested candidates are invited to come and visit our school on:
Monday 12th May at 4.30pm or Wednesday 14th May at 4.30pm.**

Please contact the school office 0191 2810000 or office@westjesmond.newcastle.sch.uk to arrange a visit.

- **Closing Date: Monday 19th May 4pm.**
- **Shortlisting: Thursday 22nd May**
- **Lesson observations of successful applicants: Tuesday 3rd - Thursday 5th June**
- **Interviews: Friday 6th June**

**Completed applications should be accompanied by a covering letter and safer recruitment forms and addressed
FAO the Headteacher Mr Matt Ward (Hard copies only/no emails)**



Class Teacher: Job Description

Job Purpose: To be accountable for the educational progress of learners in a designated class by effective teaching and learning and contribute to the monitoring and development of the curriculum

Main responsibilities: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To carry out the professional duties of a Teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Generic Responsibilities

2. Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
3. Contribute to the monitoring and development of an area of the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
4. Plan effectively in the short, medium and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
5. Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners at West Jesmond Primary School are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
6. Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.
7. Demonstrate ongoing development and application of teaching practice, expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
8. Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
9. Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
10. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of all West Jesmond Primary School policies and other guidance on the safeguarding and promotion of well-being of children and young people. Take appropriate action where required.
11. To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support children, young people and their families.
12. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Specific Responsibilities

13. The post-holder may be required to co-ordinate a subject or other area of responsibility by agreement with the Head Teacher

In addition, Upper Pay Spine teachers are expected to:

- Make significant contributions to implementing workplace policies and practice and to promote their implementation
- Give advice on the development and well-being of children and young people, if required
- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback



Class Teacher: Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	A DfE recognised and relevant teaching qualification.
2	A demonstrable and proven track record of good to outstanding teaching.
3	A demonstrable and proven track of raising standards and ensuring progress for pupils across the curriculum.
4	A good, up to date knowledge and understanding of the current curriculum and how to be innovative and personalise learning to meet individual needs
5	The ability to be adaptive and use a range of teaching and learning strategies to engage all learners.
6	Experience of assessment for learning and using assessment data to plan, deliver and evaluate pupil progress.
7	Evidence of excellent behaviour management skills.
8	Evidence of appropriate, relevant and on-going professional development and training.
9	Good written communication skills.

Desirable

10	Experience of inclusive classroom practice of improving outcomes for children with Special Educational Needs.
11	Further professional qualifications related to education.
12	Experience of teaching across KS2/KS1
13	Subject expertise linked to specific curriculum areas
14	Expertise/experience that will enhance and enrich the experiences of our children

Part B: Assessment Stage

Items 1 – 14 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	An understanding and ability to set realistic and challenging targets and be able to assess and review learners' progress.
2	Able to communicate effectively with children, young people, colleagues and parents/carers.
3	Able to engage and motivate learners in the school environment.
4	Able to contribute to and support the development of a subject area.
5	Have positive values, attitudes and have high expectations for all learners.
6	Be aware of current legislation, policies and guidance on the safeguarding of learners and the promotion of their well being.
7	Able to work collaboratively as a member of a team and contribute to the professional development of colleagues, including the sharing effective practice.
8	Able to plan, organise, prioritise and manage time effectively.
9	Good verbal and interpersonal skills.
10	Energetic, positive and enthusiastic.

Class Teacher: Person Specification

Desirable

12	An ability to teach across the primary age range.
13	A willingness to contribute to extra curricular activities.
14	Willing and able to contribute to whole school development initiatives.
15	Ability to work with parents and the wider community, including attending events outside of the school day.

The following methods of assessment will be used:

Method			
Interview	Yes	Lesson Observation	Yes
Presentation	No		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Identity checks
2	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
3	Additional criminal record checks if applicant has lived outside the UK
5	Prohibition check
5	DBS barred list check
6	Professional Registration/QTS
7	Two references from current and previous employers (or education establishment if applicant not in employment)
8	Medical clearance
9	Safer Recruitment Declaration
10	Right to work in the UK

