



# Job Application Pack

## Cherry Tree Hill Primary School

**Class Teacher Vacancy**

**Full Time and Part Time Positions Considered**

**Contract Type: Fixed Term (1 Year – Ending 31<sup>st</sup> August 2027)**

**Salary: MPS1 – MPS6**

**Start Date: 1<sup>st</sup> September 2026**

**Closing Date: Friday 1<sup>st</sup> May 2026 (9am)**

**Interview Date: Tuesday 5<sup>th</sup> May 2026**

# Cherry Tree Hill Primary School

**Be Safe**



**Be caring**



**Be a learner**



## Welcome letter from Paul Appleton, Head Teacher of Cherry Tree Hill Primary

Dear Candidate,

Thank you for showing an interest in the role of Class Teacher at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Cherry Tree Hill in Derby. We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.

Our school is a large primary, set in spacious grounds two miles from Derby City Centre. Visitors to our school comment positively on our facilities and the stimulating environment. They describe our atmosphere as respectful and nurturing, and you know what? It is!

Being the Headteacher of Cherry Tree Hill Primary School continues to give me great pleasure. I am fully committed to the community of Cherry Tree Hill Primary School and strive to ensure that the school serves our local children and their families well. I am proud to welcome you to our school and I look forward to welcoming you to our community.

Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Mr Paul Appleton  
Headteacher  
Cherry Tree Hill Primary School

# Cherry Tree Hill Primary School



## About the school

At Cherry Tree Hill, we endeavour to create a happy, secure, relaxed atmosphere whilst, at the same time, insist on high standards of both work and behaviour. Together we strive for the fulfilment of every child's potential. Children are encouraged to be independent and self-reliant. They are taught to have respect for property, themselves and each other.

Parents are seen as important partners in their child's learning, and are actively encouraged to get involved in the life of the school. Parents are always made welcome in school, and staff endeavour to find time to listen to their concerns.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



## Job Description – Class Teacher

### Application Details

We are looking for an enthusiastic Class Teacher to join our team here at Cherry Tree Hill Primary School. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our school comments on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

At Cherry Tree Hill we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged. Tours are taking place on the following days: **Tuesday 28<sup>th</sup> April 2026 at 4pm and Wednesday 29<sup>th</sup> April 2026 at 4pm**. Please phone or email to arrange a convenient appointment. Find out if we're right for you! Contact Holly Hassall on 01332 673520 or email [h.hassall@cherrytreehill.odysseyct.org.uk](mailto:h.hassall@cherrytreehill.odysseyct.org.uk).

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cherry Tree Hill Primary School which clearly demonstrates your suitability for this role. Applications can be submitted via email to [h.hassall@cherrytreehill.odysseyct.org.uk](mailto:h.hassall@cherrytreehill.odysseyct.org.uk), or by post, for the attention of Holly Hassall, to the following address: Cherry Tree Hill Primary School, Lime Grove, Chaddesden, Derby, DE21 6WL.

Wherever possible, please provide work email addresses for your referees.

### Closing Date

Please ensure your application form arrives by **Friday 1<sup>st</sup> May 2026 at 9am**.

Interviews for the role will be held **Tuesday 5<sup>th</sup> May 2026**

Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

*Cherry Tree Hill is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.*

*We are committed to equality of opportunity in employment and services*

*Cherry Tree Hill is part of the Odyssey Collaborative Trust*

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

### Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

In addition to the current responsibilities as set out in the Conditions of Employment of Teachers the successful candidate is to be responsible for the following:

### **Main Activities**

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

### **Principal Accountabilities**

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of all of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To provide children with opportunities to manage their own learning and become independent learners.
4. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
6. To maintain a high standard of display both in the classroom and in other areas of the school.
7. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
12. To take responsibility for the management of other adults in the classroom when appropriate.
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

### **Teaching and Learning**

- Be a professional role model, clearly and consistently demonstrating quality first teaching, classroom organisation and display, and high standards of achievement and behaviour.
- Undertake monitoring activities and evaluations to provide feedback in line with school policy.
- Model highly effective teaching, learning and building of effective relationships.
- Liaise with the SENCO and other colleagues in order to raise learning potential for children with SEND and those identified through the pupil premium funding.
- Support the implementation of national and local initiatives, ensuring relevant support staff are fully informed and up to date on changes.
- Ensure resources are focused on achieving maximum levels of progress for all.

### **Key Organisational Objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for all pupils
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **Safeguarding**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together to Safeguard Children 2018 publication, Keeping Children Safe in Education and the school's Child Protection & Safeguarding policy.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Child Protection & Safeguarding policy within the school.
- Comply with the school's Child Protection & Safeguarding policy to ensure the safety and welfare of children and young persons.
- To ensure that the Head teacher and/or Designated Safeguarding Lead is made aware of and kept fully informed of any concerns which may arise in relation to child protection and safeguarding.

### **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the Odyssey Collaborative Trust criminal disclosure form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

**As this job is designated as a 'regulated activity' an enhanced DBS with Barred list check is essential.**

## Person Specification

**Post Title:** Class Teacher  
**Hours:** Full Time and Part Time Considered  
**Salary:** MPS1 – MPS6

Person Specification Class Teacher	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Successful teaching experience in KS1 and/or KS2	x	
Experience in Primary Teaching	x	
Qualified Teacher Status	x	
Evidence of participation in professional development		x
Evidence in improving pupil outcomes	x	
Demonstrate experience of effective child protection and safeguarding	x	
<b>Knowledge &amp; Skills/Abilities</b>		
Has a broad overview of the key components and expectations of the KS1 and/or KS2 curriculum and National Curriculum		X
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Understands how children and young people learn and develop	x	
Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	X	
How to manage Health and Safety policy and promote and safeguard pupil welfare	x	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	X	
Has up to date knowledge of relevant legislation and guidance in relation to the safeguarding of children	x	
<b>Curriculum Skills</b>		
How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	x	
Has a broad overview of the key components and expectations of the KS1 and/or KS1 curriculum and the National Curriculum		x
Understands how children and young people learn and develop	x	
Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	x	
How to manager Health and Safety Policy and promote and safeguard pupil welfare	X	
An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies.	x	
<b>Effective Professional Relationships</b>		
The ability to be an effective team player that works collaboratively and effectively with others	X	
Support, motivate, challenge and inspire colleagues and pupils by leading through example	X	

Can deal successfully with a range of situations that may include conflict resolution	X	
Experience of building effective relationships with parents, with an understanding of why this is so important	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	