

Job Application Pack

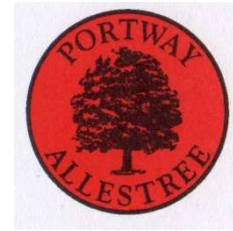
Portway Junior School

Key Stage Two Class Teacher: 1 Full Time Post Fixed Term until 31st August 2027. Main Pay Scale (ECT's warmly welcomed).

Pay Scale: Main Pay Scale

Closing Date: 19th June 2026 (noon)

Interview Date: 2nd July 2026



Welcome letter from Emma Wilkinson, Head Teacher of Portway Junior School

Dear Candidate,

Thank you for showing an interest in the role of Teacher at our school. An exciting opportunity has arisen for a strong candidate who is passionate about teaching and meeting the needs of all learners. They must have a good depth of knowledge about the Key Stage Two curriculum. They must have excellent skills in technology, be creative in their approach to teaching and be child-centered. We are looking for an adaptable and flexible individual able to cope in a high pressure environment, deal with constantly changing priorities and be willing to adopt the wider school ethos and participate in whole school events.

We are looking for a candidate who will strengthen the team, who has good communication skills and can work with a range of different stakeholders and a range of special educational needs. You will need to have the young people's best interests at heart and have the initiative to support children in different circumstances.

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. Each of our academies are unique, and have their own vision and values in order to provide our children with the opportunities they deserve. At Portway Juniors, we follow the Portway 5, to be: caring, friendly, responsible, respectful and active. We are a kind and caring team who support each other. We have a happy, positive working environment and you will always find laughter in the staffroom.

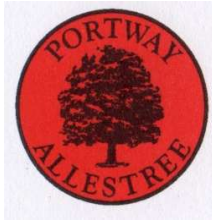
This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

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

Best regards,

A handwritten signature in black ink that reads "E. Wilkinson".

Emma Wilkinson
Headteacher
Portway Junior School



About the school

At Portway Junior School our shared vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.

The aims provide the overall direction in which Portway Junior School wishes to move and provide the essential context within which our school vision can develop the curriculum and the ethos of the school can be achieved. They are built on the values and visions and summarise how the vision can be realised.

Through our creative curriculum, research informed strategies for learning and our expertise as inclusive practitioners we support the children to develop the skills and confidence to face the daily challenges that modern life brings. We develop positive learning relationships through mixing classes each year and enabling staff to work in different age groups across the school. We are proud of our holistic approach and forest school provision we provide access to for all our children.



Application Details

We are looking for an enthusiastic Teacher to join our team here at Portway Junior School. We need an ambitious and driven candidate 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 Portway 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. Please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Kate Fernie on 01332 550113 or email k.fern@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 with a cover letter addressed to Portway Junior School, which clearly demonstrates your suitability for this role. Applications can be submitted via email to k.fern@odysseyct.org.uk or by post, for the attention of Kate Fernie, to the following address: Portway Junior School, Robincroft Road, Allestree, Derby, DE22 2GL

Please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by noon on 19th June 2026

Interviews for the role will be held on the 2nd July 2026

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

Portway Junior School 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 would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.

We are committed to equality of opportunity in employment and services

Portway Junior School is part of the Odyssey Collaborative Trust

All members of staff will receive training in line with our Safeguarding and Child Protection Policy. Our Safeguarding Policy can be found on our website <https://portway-junior-school.secure-primariesite.net/policies/>.

The Odyssey Collaborative Trust has a robust Safer Recruitment Policy and checklist which will be followed at all times.

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.



Job Description – KS2 Class Teacher (MPS)

Portway Junior School

In addition to the current responsibilities set out in the Conditions of Employment for Teachers and Teachers' Standards, the class teacher is to be responsible for the following:

- Being a committed, enthusiastic, energetic and imaginative class teacher, organising and planning classroom practice to reflect the aims and objectives of the school
- Being familiar with the national curriculum and ensuring the continuity of a broad and balanced curriculum.
- Planning teaching to achieve progression in pupils' learning through:
 - identifying clear teaching objectives and specifying how they will be taught and assessed
 - setting tasks which challenge pupils and ensure high levels of interest
 - setting appropriate and demanding expectations
 - setting clear targets, building on prior attainment
 - identifying SEND and very able pupils
- Planning opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development.
- Providing clear structures for lessons, maintaining pace, motivation and challenge and evaluating their own teaching critically to improve effectiveness.
- Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Establishing a secure environment which supports learning and in which pupils feel safe and confident.
- Providing a lively and stimulating environment and an attractive classroom setting, including displays of children's work and informative materials.
- Ensuring there is a safe working and learning environment for all pupils in his/her class where risks are properly assessed.
- Using teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through:
 - stimulating intellectual curiosity, communicating enthusiasm for the subject being taught, fostering pupils' enthusiasm and maintaining pupils' motivation
 - effective questioning which matches the pace and direction of the lesson and ensures that pupils take part
 - listening carefully to pupils, analysing their responses and responding constructively in order to take pupils' learning forward
 - selecting and making good use of learning resources which enable teaching objectives to be met
 - setting high expectations for all pupils notwithstanding individual differences, including gender, and cultural and linguistic backgrounds
- Make effective use of assessment to inform future planning for teaching and learning.
- Being actively involved, with the Headteacher and Deputy Headteacher, in the collection and analysis of data to support learning.



Job Description ctd. – KS2 Class Teacher (MPS) Portway Junior School

- Working with the SEND lead to ensure that individual education plans are relevant and used effectively to support learners.
- Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils work, give constructive feedback and share targets as required.
- Assess and record pupils progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the standard at which the pupil is achieving.
- Liaising with the other phase teachers, Teaching Assistants and other colleagues to ensure joint curriculum planning and implementation.
- Lead on an area of the curriculum.
- Attend relevant CPD to ensure up to date knowledge, particularly in relation to safeguarding.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To be fully aware and compliant to 'Keeping Children Safe in Education 2023' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Headteacher and/or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and child protection.
- Be punctual for work and any supervisory duties.
- Attending to routine administrative matters promptly, and to be within time for agreed deadlines – e.g. class assemblies, reports, etc.
- In consultation with the Headteacher, being responsible for his/her own professional development and attending training in those areas identified at the annual Performance Management discussions.
- Operate at all times within the stated policies and practices of the school.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Have a working knowledge of teachers' professional duties and legal abilities.
- Take on any additional responsibilities which might from time to time be determined by the headteacher, deputy head or senior leaders

This job description will be reviewed annually and may be amended to meet changed circumstances in a manner compatible with the post held to reflect changes in roles, national guidance or the national terms and conditions of service



Person Specification – KS2 Class Teacher (MPS) Portway Junior School

Experience

- Proven ability as a good or outstanding classroom teacher
- Experience of Key Stage 2 teaching

Education and Training

- Qualified Teacher
- Evidence of participation in professional development

Knowledge

- Knowledge and appreciation of current issues and developments in education
- Knowledge of what constitutes outstanding teaching and learning
- Competent user of ICT

Skills and Aptitudes

Interpersonal Skills – the candidate should be able to:

- communicate clearly both written and verbally
- actively listen
- persuade and motivate
- respond positively to adversity
- praise and develop secure behaviour management skills
- be calm and supportive in their approach to children, staff and parents and sensitive to their needs

Curriculum Skills – the candidate will have:

- very high expectations for the achievement of pupils, staff and themselves
- the ability to monitor and evaluate the teaching and learning environment
- a commitment to the improvement of educational standards and results within school
- the ability to ensure tasks are completed on time & to seek advice when required
- vision, be forward looking and be an effective member of a team
- the ability to lead a subject
- appreciate the importance of extra-curricular activities

Specific Requirements

- A clear understanding of primary learning and assessment
- Ability to form positive relationships with pupils
- Knowledge and experience in effective planning and use of assessment and recording
- Evidence of engaging parents in the learning process
- A positive and understanding attitude to children with SEND
- Understanding of the need to safeguard children and use robust procedures to protect and support them
- Knowledge & commitment to Equal Opportunities
- Have sensitivity to the diverse social, behavioural and emotional needs of children



Person Specification ctd.– KS2 Class Teacher (MPS) Portway Junior School

Personal Qualities

Candidates will be:

- enthusiastic
- positive
- hardworking and able to use their own initiative
- flexible
- decisive
- sensitive

Safeguarding

- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Be secure in Safeguarding and Child Protection policies and procedures
- Be familiar with Children's Act 2004
- Report all concerns to the Designated Safeguarding Lead and/or member of the Senior Leadership Team
- Update Safeguarding Training in line with school's arrangements and directives