

# Wylam First School Class Teacher

Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible

## About Wylam First School

I am very proud to welcome you to Wylam First School. Our school has a strong family ethos where we work in collaboration with parents and partners to ensure that our curriculum is ambitious and that learning is challenging, relevant and fun, and fully prepares our pupils for their next stage in education and beyond.

Wylam First School is a successful school and this success is down to the hard work and commitment of the staff, pupils, parents and governors.

We are a one form entry school at the heart of its local community and as such work closely with community groups to enhance and enrich our curriculum experience. We are committed to delivering a curriculum that supports: Personal Development, Knowledge and Welfare, STEM education and Creative Development. This is woven throughout the subjects that we teach and is enriched through: our allotment and outdoor curriculum, character education projects, physical development curriculum and our delivery of music and creative arts.

This ensures that we not only support pupils to reach their academic potential but also nurture personal and social development, helping each individual to thrive, experience success and be confident and proud of who they are.

We are lucky to be situated on a site with fantastic outdoor spaces for pupils to learn in and explore. This space includes our Community Orchard, our woodland and our allotment, along with our playing field and playground. We recognise the importance of the outdoors and how learning in the outdoors can enhance and improve the curriculum. All pupils from Nursery to Y4 have dedicated outdoor learning time each week where they complete work on their Wild Passport. All classes are encouraged to use the outdoors whenever appropriate.

**Miss Jill Dodds**  
Executive Headteacher



# Job Advert

## Wylam First School

Miss Jill Dodds

Headteacher

**Job title:** KSI Class Teacher

**Pay scale:** Main Pay Scale

**Terms:** 1 year Fixed Term Contract to Cover Maternity Leave

Wylam First School is a successful, small, inclusive first school, set in the historic Tyne Valley. We have enthusiastic, hardworking and friendly pupils, together with dedicated and hardworking staff and governors. Wylam First School is part of the Cheviot Learning Trust and we work closely with our partnership schools to provide the very best educational experience for all pupils.

We are looking for someone with a determination to achieve high standards for all pupils, this should be someone with Key Stage 1 experience but this is not essential. ECTs are welcome to apply. In return we can offer a happy and vibrant team who will support your career development.

We are looking to appoint someone who:

- Is an exemplary classroom practitioner with high expectations for pupils' achievement and is creative and innovative in their approach to teaching and learning
- Has excellent classroom management skills and is proficient in planning, assessment and target setting
- Is dedicated to their own professional development
- Is willing to be involved in the extended life of the school, supporting the informal as well as the formal curriculum

- Demonstrates the ability to lead on a subject across the whole school (if not an ECT)

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking staff with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional and leadership development.
- A challenging and exciting professional opportunity in a highly successful school.

**Closing date:** Thursday 14th May 2026

**Interviews:** W/b 18th May 2026

Wylam First School  
Bell Road, Wylam  
Northumberland, NE41 8EH  
[admin@wfs.cheviotlt.co.uk](mailto:admin@wfs.cheviotlt.co.uk)  
[www.wfs.cheviotlt.co.uk](http://www.wfs.cheviotlt.co.uk)

## Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to [admin@wfs.cheviottt.co.uk](mailto:admin@wfs.cheviottt.co.uk)

**If you require assistance or have any questions, please reach out using the contact details provided below:**

01661 852771

[admin@wfs.cheviottt.co.uk](mailto:admin@wfs.cheviottt.co.uk)

[www.wfs.cheviottt.co.uk](http://www.wfs.cheviottt.co.uk)

Address: Wylam First School, Bell Road, Wylam, NE41 8EH



# Job Description

## **Job Purpose:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

## **Planning, Teaching and Classroom Management**

Teach allocated pupils by planning their teaching to achieve progression of 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 tasks which challenge pupils and ensure high levels of interest
- Setting clear targets, building on prior attainment • Identifying SEND, disadvantaged and able pupils
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Ensure all pupils (including SEND, Disadvantaged and more able) make good progress or more and attain at or above national expectations
- Ensuring highly effective teaching and best use of available time
- Maintaining outstanding behaviour in accordance with the school's procedures and encouraging outstanding practice with regard to punctuality, behaviour, standards of work and homework
- Using a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconception
  - select appropriate learning resources and develop study skills through library, computing and other sources
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught • Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies which involve planned adult intervention, firsthand experience and play and talk as a vehicle for learning.

# Job Description Continued

## **Monitoring, Assessment, Recording and Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- 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 level at which the pupil is achieving
- Undertake assessment of pupils as requested by DfE and school procedures
- Prepare and present reports to parents.

## **Curriculum Development**

- Have responsibility to contribute towards our school curriculum and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities
- Lead a curriculum subject (if not an ECT)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications</b>	BEEd / BA or PGCE with QTS status	Subject or phase specialism within EYFS/KS1	(a) (r)
<b>Experience</b>	<p>Experience of teaching and learning expertise in Early Years or KS1</p> <p>Experience of using ICT in the classroom to support effective and challenging learning &amp; the ability to use this successfully</p> <p>Planning challenging lessons to a high standard</p> <p>Experience of teaching a differentiated and challenging curriculum to all pupils appropriate to their needs</p>	<p>Experience of teaching in Year 1 using continuous provision in the classroom</p> <p>Ability to plan and work collaboratively</p> <p>Experience of teaching using a variety of styles</p> <p>Ability and willingness to run extra-curricular activities</p> <p>Experience of working across two schools</p> <p>Experience of subject leadership</p>	(a) (i) (r)
<b>Skills, Knowledge and Understanding</b>	<p>High expectations of children's work and behaviour with the ability to maintain effective and consistent behaviour management within the learning environment</p> <p>Ability to develop all children to their full potential with evidence of achieving rapid progress for all pupils</p> <p>Empathy to work with and build positive relationships with all children</p> <p>The ability to create an inspiring classroom environment, planning innovative and creative learning opportunities</p>	<p>Ability to adapt learning to match children's interests</p> <p>Ability to use thinking skills to enhance the curriculum</p> <p>Understanding of skills based curriculum</p> <p>Experience of current methods of Assessing Pupil Progress</p> <p>Evidence of recent self-development in relation to curriculum</p> <p>A commitment to extending learning through the outdoor</p>	(a) (i)

<b>Skills, Knowledge and Understanding cont.</b>	<p>Excellent ICT skills that extend beyond the classroom and include new technology</p> <p>Excellent knowledge and understanding of child development and how children learn in order to provide appropriate personalised learning experiences</p> <p>Excellent knowledge and clear understanding of the National Curriculum, including assessment for learning.</p>	<p>environment including creative/innovative learning opportunities</p> <p>Knowledge of data tracking and analysis to support pupil progress</p> <p>Experience of teaching using the Talk for Writing, NCTEM maths and Little Wandle phonics</p>	<p>(a) (i) (r)</p>
<b>Qualities</b>	<p>Ambition, drive and vision to improve the outcomes of all children – someone who goes the extra mile and has the desire/resilience to succeed, with high expectations of all</p> <p>Ability to demonstrate an empathy with the school ethos/ vision/values and with children of all abilities</p> <p>Excellent communication skills combined with an ability to form respectful relationships with pupils, staff, parents and carers</p> <p>Able to learn with and from others, an ability to work as part of our close team and an aptitude to work flexibly</p> <p>Ability to tackle new challenges and create successful outcomes independently</p>		<p>(a) (i) (r)</p>

Key assessment methods; (a) application form, (i) interview, (r) references



**Contact us**

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