



Candidate Pack  
Class Teacher - 12 month  
maternity post



Co-op Academy  
Clarice Cliff



## Welcome from the Headteacher

Thank you for showing an interest in our wonderful Primary Academy. Co-op Academy Clarice Cliff is situated in Fenton in the heart of Stoke-on-Trent. We are a two-form entry primary school with a 60 place Nursery offering free full time places for all pupils.

Excellent pastoral care is at the heart of everything that we do, ensuring that every single pupil has the right conditions to be successful in their learning. We have highly skilled and experienced staff who work with our pupils and families to make sure that school days are a child's best days and that everyone feels like a valued member of the school community. Our core purpose is to provide the very best educational start possible for our pupils as we help them to become good citizens who care about each other and the world around them.



Co-op Academy Clarice Cliff strives to give the best possible start to education for all of its pupils. Our children deserve the highest quality education and to develop an understanding of the world that gives them the greatest chance to lead happy and successful lives.

Our Academy has three golden rules which all pupils are expected to follow. These are:

- Be Ready
- Be Respectful
- Be Safe

These rules are shared and explored throughout the Academy including during assemblies, at lunchtimes, within classrooms and out on trips and visits. Our children use Dojo points where they can earn a range of privileges including getting to sit at the "Golden Table".



Our curriculum is ambitious and focuses on what the children and community need. Our Academy is focused on removing barriers to our children to ensure they achieve. Clarice Cliff will make a positive difference to its community, becoming central to raising aspirations and forming supportive connections with a range of agencies.



We have a beautiful library with a wide range of engaging books, exciting family learning opportunities and daily high quality reading activities which develop a love of reading. We strive to ensure that children develop the essential skills of reading right from Nursery so that every child has a world of opportunities opened up for them by being able to read widely.



We have vast grounds with a range of equipment for children to access. This includes a large, brand new, outdoor football pitch, trim trail and outdoor gym equipment. We also have our own polytunnel and garden so that children can grow their own produce, learn a broader range of skills and make the most of the outdoor environment including through Forest Schools.



As well as academic skills, our pupils also take part in a range of activities to develop their leadership skills. This includes prefects, school councillors, reading councillors, rock band and a wide range of sporting activities. We know that every child has a talent and we provide every opportunity to make sure that this talent is realised.



The academy is part of the Co-op Academies Trust which brings a wide range of benefits to pupils, parents and colleagues. There are a number of schools within Stoke-on-Trent who are part of the Trust which brings lots of networking and sharing of good practice. Pupils have the opportunity to participate in a wide range of activities across the Trust including travelling to 1, Angel Square in Manchester, which is the base of the Trust. Colleagues have access to a wide range of high quality CPD with high support from a range of experienced Directors, frequent network meetings and quality speakers.

For further information about the Coop Academies Trust please follow the link:

<https://www.coopacademies.co.uk/>



Our Academy has four key values which reflect the Co-op Values. These are:

## Do what matters most

What matters most is ensuring that our students achieve the best possible outcomes.

We make a positive difference to our children through showing exemplary professional behaviours.

## Be yourself, always

We bring our best self to work, so that we each contribute a bit of our own unique Co-op difference, and respect others for doing the same.

We understand that we are all unique and bring our own strengths to work.

## Show you care

We care about our Co-op, our colleagues, our members, our students, their parents and communities, now and for the future.

Our focus remains on doing our best for our children.

## Succeed together

Cooperating is what makes us different; we're better and stronger when we work together.

We recognise that what we achieve is achieved together.

For further information about the academy, please refer to our website:

<https://www.claricecliff.coopacademies.co.uk/>



We are now recruiting for the following post:

## Vacancy - Class teacher post

Full time post - 32.5 hours per week, initially temporary for 12 months

To start from September 2025

MPS 1-6, £31,650 - £43,607

If you're a talented and inspirational class teacher who is committed to creating opportunities that enable young people to thrive, then we'd be delighted to hear from you.

Due to a maternity leave within the academy, we are looking for a positive and skilled classroom teacher to deliver high quality education in our happy, positive and friendly school.

In this role as Class Teacher, you will support the headteacher in providing an exceptional learning experience for our children. You will be dedicated to producing excellent outcomes for all pupils. This is an exciting opportunity to work within a very experienced staff team where you will receive ongoing, high quality CPD and coaching in order to continue to deliver our exciting and well developed curriculum. As a two form entry academy, planning is shared across the year group and high quality medium term planning is already in place. You will be working with well behaved, positive and enthusiastic pupils who just love to learn.

This post is suitable for teachers at all stages of their career and applications from ECTs are welcome.

For any ECTs joining the Trust, employment will start from July to ensure a comprehensive induction into the academy in order to prepare for September.

You must be able to:

- Create an engaging and inclusive learning environment for our pupils and their families
- Work effectively with colleagues and multi-agency teams
- Be highly motivated, enthusiastic and skilled in teaching
- Maintain excellent standards in teaching, learning, assessment, personal development and behaviour support
- Be committed to creating opportunities to enable young people to thrive

What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust, including excellent provision for ECTs
- Employee benefits such as retail discounts, cycle to work scheme and much more
- Free access to a confidential 24/7 Employee Assistance Programme
- Effective, supportive and dynamic leadership
- A superb school building with a flexible and creative ICT rich working environment, stunning library facilities and impressive outdoor facilities;
- The opportunity to work alongside a welcoming, friendly and supportive team.
- Well behaved, respectful and caring children.
- Excellent links with the local community and beyond

Required from September 2025, this is an exciting opportunity to make a real difference to the lives of young people and their families and become part of our dedicated academy team.

To discuss this post, please contact the Head Teacher, Emma Day, on [emma.day@coopacademies.co.uk](mailto:emma.day@coopacademies.co.uk) or telephone on 01782 881480.

All applications to be made via:

<https://co-opacademiestrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-C-oAT-0181>

Deadline for applications: Monday 2nd June 2025 at 12 noon.

Interviews will take place on Friday 16th June 2025.

To start September 2025 subject to pre employment checks

Co-op Academy Clarice Cliff is committed to the safeguarding and welfare of children and young people and expects all its employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and the successful applicant will be subject to an enhanced check by the DBS

In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

- Applications should be made via:

<https://co-opacademiestrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-C-oAT-0181>

- Please get in touch via [clar-office@coopacademies.co.uk](mailto:clar-office@coopacademies.co.uk) if you would like to informally discuss the role or visit the academy. Alternatively please contact the head teacher on: [emma.day@coopacademies.co.uk](mailto:emma.day@coopacademies.co.uk) / 01782 881480

## Class Teacher – Job Description (12 month maternity cover)

Salary and grade:	MPS / UPS
Reports to:	The Headteacher, members of the Senior Leadership Team (SLT) and the governing body
Supervisory responsibility:	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class(es) ensuring equality of opportunity for all
  - Be responsible and accountable for achieving the highest possible standards in work and conduct
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
  - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School*

*Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.



- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

#### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school / Academy, which relate to the learners, curriculum or organisation of the school / Academy including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with school / Academy colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school / Academy
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

#### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and cooperate with other schools and colleagues within the Academy and relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

#### Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

#### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with current Appraisal Regulations

#### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure, NCTL checks and other employment checks required for the role. Please contact us if you require further details of any of these requirements.

## Class Teacher: Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuing and recent professional development relevant to the post</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of promoting positive behaviour conducive to learning and which is focused on raising standards</li> </ul>	<ul style="list-style-type: none"> <li>Teaching in an inner city school</li> <li>Teaching in the relevant key stage and year group</li> <li>Teaching in classes with high number of children with SEN and EAL needs</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>Knowledge and understanding of current theory and best practice in learning and teaching</li> <li>Understanding of a diverse range of teaching and learning styles and techniques</li> <li>The theory and practice of providing effectively for the individual needs of all children</li> <li>Statutory National Curriculum requirements at the appropriate key stage</li> <li>The monitoring assessment, recording and reporting of pupils' progress</li> <li>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>Good understanding of effective procedures for managing and promoting positive behaviour among pupils</li> <li>The positive links necessary within school and with all its stakeholders;</li> </ul>	
	<ul style="list-style-type: none"> <li>Effective teaching and learning styles</li> <li>Good working knowledge of the primary curriculum</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>Develop good personal relationships within a team</li> </ul>	



	<ul style="list-style-type: none"> <li>• Establish and develop close relationships with parents, governors and the community</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Create a happy, challenging and effective learning environment</li> <li>• ICT skills</li> <li>• Ability to create a happy, challenging and effective learning environment</li> </ul>	
Classroom Management	<ul style="list-style-type: none"> <li>• Insistence on high standards and expectations of children</li> <li>• Well organised and managed classroom where children are independent</li> <li>• A creative and exciting learning environment, where children's work is well displayed</li> <li>• Work planned to a high standard and regular assessment of children's achievements carried out</li> </ul>	
Personal characteristics	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Empathetic</li> <li>• Enthusiastic</li> <li>• Organised</li> <li>• Patient</li> <li>• Resourceful</li> </ul>	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

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