

#EMATters



# Application Pack **Unqualified Teacher**



"Every child deserves to  
be the best they can be"

# Welcome to Castle Academy

We're a primary school based in Northampton, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and we are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every child.

Our vision is "Castle never stops learning" and we educate pupils to reach their full potential in an inclusive, happy and secure environment. Our curriculum is inclusive, encompassing the needs of all learners and is delivered by passionate and supportive staff who strive for quality and consistency. Our school is situated in a culturally rich and diverse community, and we take every opportunity to celebrate our commonalities and differences by teaching children to work respectfully and cooperatively.

We believe in a fully inclusive school where all children, including those with special educational needs can learn, succeed, and achieve. We are proud of Caterpillar Pod, our specialist provision for EYFS and KS1 children aged between 4 and 7, who have an EHCP for communication and interaction needs, specifically Autism Spectrum Disorder ASD.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Castle Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Castle Academy.



Zoe McIntyre  
Executive Director of Primary Education

## Post Description:

<b>Post title:</b>	<b>Unqualified Classroom Teacher</b>
<b>Responsible to:</b>	Senior Leadership Team
<b>Liaising with:</b>	Head of School, SLT, Phase Lead, Teaching and Support Staff, Parents, Pupils and Outside Agencies.
<b>Pay Range:</b>	UQT 1 – UQT 6
<b>Contract:</b>	Permanent
<b>Closing Date:</b>	13.06.2025
<b>Interview Date:</b>	W/C 16.06.2025

### Job Purpose :

- Be responsible for the learning and achievement of all pupils in the class/es, promoting inclusion and 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 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 interest 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 (2012).
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Responsibilities include:

- Deliver a broad, balanced and ambitious curriculum, relevant to the age and ability group/subject/s that you teach.
- Be responsible for planning, preparation and development of lessons, teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Use a variety of methods and approaches to match curricular objectives and the range of pupil needs.
- Be responsible and 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 a clear 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 (whatever your specialist subject).
- 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 systematic 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.
- Be familiar with statutory assessments and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
- Ensure continuity, progression and cohesiveness in all teaching and learning.
- 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.
- Be responsible for promoting safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Keep an accurate register of pupils for each lesson, unexplained absences or patterns of absence should be reported immediately in accordance with the school protocol/procedures.

#### Teamwork and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with 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.

- Cover for absent colleagues within the remit of the current School Teachers' Pay and Condition document.

Our teachers are an integral part of our dedicated team who are working hard to attain high standards across the academy.

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>• Aiming towards gaining Qualified Teacher Status</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of leading a class.</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA level qualification</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Classroom experience and knowledge of the curriculum and standards as set out by the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom experience and knowledge of the curriculum and standards as set out by the Trust.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Work collaboratively. Safeguarding at the heart of all you do.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven teaching standards.</li> </ul>


### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. 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.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

## How can I apply?

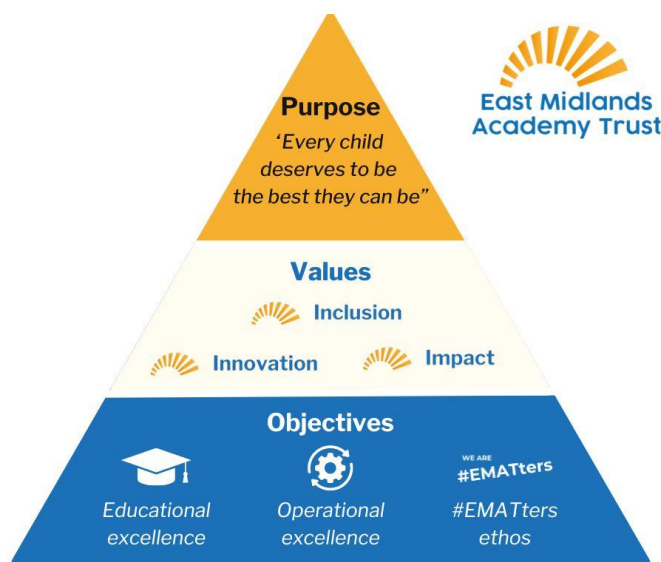
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** 13.06.2025

**Interview Date :** W/C 16.06.2025

## About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



## Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

## Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

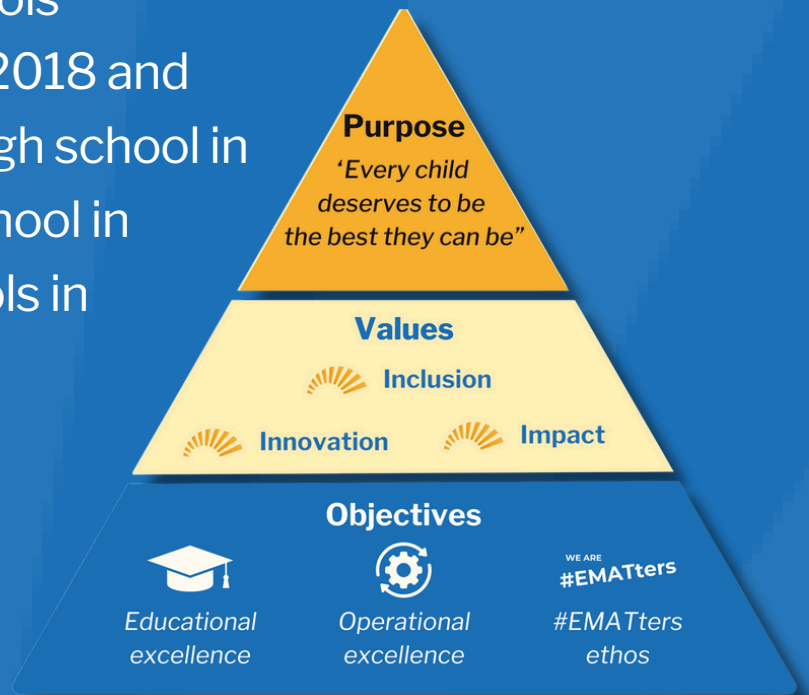
Joshua Coleman  
Chief Executive  
East Midlands Academy Trust





# About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

