



# Teacher M1 - UPS3



PROUD TO BE A MEMBER OF  
**EVERYONE MATTERS**  
SCHOOLS TRUST

## Headteacher's welcome

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Welcome to Billinge Chapel End Primary School. As Headteacher, I am passionate about making this school an inclusive hub of the local and wider community, where children learn and develop in a happy, healthy and safe environment.

Our vision here is to see our children leave us as healthy, happy, well-rounded individuals who:

- Have respect for the world and understand their responsibilities as a global citizen in ensuring it is conserved for future generations.
- Are aware of their place in society and their responsibility to contribute positively to it.
- Are polite, well-mannered and helpful.
- Have respect and tolerance for others and their beliefs & cultures.
- Possess the skills and knowledge that they require to enable them to continue their learning and achieve their full potential.

Our school is proud to be part of The Everyone Matters Schools Trust, and we work in partnership with our associated schools to strive for excellence and ensure that Everyone Matters, Everyone Helps and Everyone Succeeds.

We are looking for a dedicated and passionate individual to join our school family and support us in offering the families in our community the best possible education and care for their children.



**Headteacher  
Mr C Hewitt**



## Role overview

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At Billinge Chapel End Primary School we are looking for a passionate teacher to provide a unique role within the school. Primarily, the role will involve teaching a class for two days a week. The successful candidate would work in partnership with one of our experienced members of staff who would be teaching the remaining three days. For the three days out of their allocated year group, the successful applicant will be required to teach in different year groups, providing PPA cover for staff across school.

The unique nature of this role means that we require an individual who: is a good communicator, works well as part of a team, is able to be flexible and adapt to change and has knowledge of the National Curriculum across all age ranges.

The appointment applicant will also be expected to take a subject leadership role. This role would be allocated to the successful candidate upon employment depending on their knowledge, skills and expertise.

In return we can offer you: excellent career and professional development opportunities, support from an experienced and passionate teaching team and the opportunity to work alongside our wonderful community here in Billinge.

Applications from individuals at all stages within their career will be considered including candidates who are Early Careers Teachers.

This is an exciting time to be joining our primary school as we are embarking on our new venture as part of the Everyone Matters Schools Trust. Working alongside Rainford High School, Rainford Brook Lodge Primary School and Up Holland High School offers both our staff and pupils unique opportunities to grow, develop and contribute positively towards our local community.

We look forward to receiving your application.



## Our school

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Billinge Chapel End Primary School is a one form entry school nestled in the countryside within the village of Billinge. We are proud to serve the families of our community with the best education and care for their children. We put the wellbeing, health and happiness of our community before all else, and strive to support children in achieving their academic potential through the delivery of excellent teaching and learning. We provide children with a wealth of experiences providing them with a rich and varied curriculum centred around the locality in which we are placed. We are blessed with beautiful surroundings and use these to enrich the lives of our pupils and families as much as possible. Our motto is 'I do my best' and our ethos is based around our six key values: Love, kindness, resilience, tolerance, hope and honesty.



## The Trust

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# EVERYONE MATTERS SCHOOLS TRUST

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We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of schools.

### To improve every person's life and their opportunities

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

**Everyone Matters:** we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

**Everyone Helps:** we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

**Everyone Succeeds:** we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.

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# Job description

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## Main Purpose:

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

## Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Deliver exciting, engaging and fun lessons that inspire children to learn
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils including those with Special Educational Needs
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Work in partnership with parents and carers to provide the best outcomes for their children

## Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on school improvement, curriculum and pupil development to secure coordinated outcomes



# Job description

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## Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Engage with essential health and safety training and follow school policies and procedures

## Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in school and Trust training in order to improve professional knowledge and skills across a range of educational areas.

## Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively in written form
- Provide feedback to children to enhance their learning and challenge any misconceptions

## Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities



## Management of staff and resources

- Manage a budget and purchase resources for an allocated curriculum area
- Monitor standards of teaching and learning in a specific subject area
- Support staff development in a specific subject area
- Create action plans to make improvements within a specific subject area

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent and Working Together to Safeguard Children) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school





## Person specification

Criteria	E/D	A/I
<b>Teaching and Qualifications</b>		
Qualified Teacher Status	E	A
Experience in teaching in both Key Stage 1 and Key Stage 2	D	A/I
Recent participation in relevant in-service training or professional development	D	A
GCSE in English and Maths A-C or equivalent	E	A
<b>Professional Knowledge and Understanding</b>		
Good knowledge and understanding of the Primary National Curriculum	E	A/I
Knowledge of different teaching styles	E	A/I
Knowledge of inclusion and the SEND code of practice	E	A/I
Knowledge of promoting positive health and mental wellbeing.	E	A/I
Knowledge of assessment systems and their impact on learning	E	A/I
Knowledge of safeguarding procedures	E	A/I
<b>Professional Skills</b>		
Ability to plan lessons in line with school planning procedures	E	A/I/T
Ability to deliver teaching and learning in different ways to motivate all learners	E	A/I/T
Ability to differentiate work so that all learners are included and challenged	E	A/I/T
Ability to use positive behaviour management techniques	E	A/I/T
Ability to lead a subject area	D	A/I
<b>Professional values, practice and development</b>		
Evidence of recent and relevant training	D	A
Willingness to engage with continuing professional career development training	E	A
Ability to uphold the school ethos and follow the staff code of conduct	E	A/I
Ability to work in partnership with pupils, staff, governors, families and the local community	E	A/I
Commitment towards equality and inclusion	E	A/I
Commitment towards upholding robust safeguarding protocols	E	A/I
Ability to communicate clearly in both verbal and written forms	E	A/I
Competent with the use of ICT and digital equipment	D	A

E = Essential requirement of the role

D = Desirable requirement of the role

P = Presentation

I = Assessed at Interview

A = Assessed via the application form

T = Task



## How to apply

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This post is subject to a satisfactory disclosure and barring service (DBS) enhanced disclosure certificate and clear social media checks. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

To apply, please complete the job application form located on the Billinge Chapel End website: [Billinge Chapel End Primary School: Vacancies](#) and the Everyone Matters Schools Trust website: [Vacancies - Everyone Matters Schools Trust](#)

Please return completed applications to Alison Marsh in the School office at: [chapelend@sthelens.org.uk](mailto:chapelend@sthelens.org.uk) by 12pm on Friday 25<sup>th</sup> April 2025. Paper copies can also be accepted at the main office at Billinge Chapel End Primary School.

Visits to the school are warmly welcomed:

Monday 17<sup>th</sup> March at 1pm

Thursday 20<sup>th</sup> March at 2:30pm

Thursday 27<sup>th</sup> March 9:15am

Tuesday 1<sup>st</sup> April 11am



## Guidance

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Application forms and letters should be typed in Calibri font and size 11.

Supporting statements must be limited to 2 pages.

Your letter of application must relate to the job description and specification and should outline:

- Your experience
- Your qualities
- Any impact you have been able to show
- How you believe you would contribute to our team
- Why you would want to work at Billinge Chapel End Primary School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer. If you are an ITT student applying for their first teaching role, please include your course tutor or equivalent and at least one school-based mentor. We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.

