



Leehurst Swan School

LOWER SCHOOL TEACHER CANDIDATE PACK



THE SCHOOL

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding, whilst preparing them for their future beyond school.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children, so they can find their voice and receive the best preparation for their future beyond school.

Leehurst Swan is structured into three phases — Lower, Middle and Upper — so that every child is supported in the way that suits their stage of development, learning and confidence. The Lower School is from Reception to Year 4. The Middle School is Year 5 to Year 8. The Upper School is Year 9 to Year 11.

THE ROLE

We are looking for a motivated, enthusiastic and suitably qualified and experienced teacher to join our hard-working team.

This is a permanent, full-time teaching position for a Lower School class starting from September 2026.

LOWER SCHOOL TEACHER

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class 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.

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 this 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 (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 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;
- 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, 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 when required.

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 co-operate with 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 required.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, 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 all appraisal arrangements.

Our ideal candidate will:

- Have a teaching qualification
- Have a proven track record on ensuring that all pupils are able to learn and achieve to the best of their ability.
- Be enthusiastic, highly motivated, adaptable and keen to make a difference.
- Have excellent communication and liaison skills.
- Have the ability to communicate effectively with parents, teachers and external agencies.
- Have high expectations of themselves and the pupils.
- Have a commitment and enthusiasm for our school vision and ethos.
- Have knowledge and understanding of effective teaching and learning styles.
- Be passionate about improving learning outcomes for all children.
- Be a team player who can work successfully in collaboration with others.
- Be someone who enjoys the challenge and can bring passion and drive in aspects of school life.
- Be able to positively promote inclusion.

- Be able to form positive relationships and foster the characteristics of effective learning.
- Be committed to valuing and supporting the development of each child.
- Be flexible, enthusiastic and energetic, with a strong commitment to teamwork.

We recognise the value and contribution every member of our staff makes to our school, and in return we offer:

- An excellent working environment, with access to all the resources you will need to create exceptional learning opportunities.
- Enthusiastic and friendly children who are keen to learn.
- A clear vision with purpose and values that are supported by all our staff.

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 line manager and/or the Headteacher.

There may be the opportunity for an additional management responsibility in the role of Lower School Academic Lead for the right candidate.

LOWER SCHOOL ACADEMIC LEAD - JOB DESCRIPTION

Outline of the role.

The role involves the management and co-ordination of the curriculum especially, but not exclusively, in the Lower School. In consultation with the Head of Teaching and Learning and the Head of Lower School, the Academic Lead will also be responsible for leading teaching and learning developments within the Lower School, to ensure high levels of academic progress through inspirational teaching.

In detail the Academic Lead role involves:

1. Oversight and management of the curriculum throughout the Lower school from Foundation Stage EYFS to Year 4 to ensure best learning and teaching.
2. Keeping the Head of Teaching & Learning and Head of Lower School informed of curricular developments and suggesting school responses.
3. To use the progress and monitoring data to maximise pupil learning, including use of the information from tracking and assessment of pupils throughout the Lower school.
4. To be involved in the appraisal of Lower School teaching staff and monitor teaching, marking and performance in line with school policy.
5. To liaise with Heads of Department to ensure continuity, clarity and progression within the Lower School curriculum and in transition to Middle School.
6. To encourage and disseminate best teaching practice to all Lower School staff, including the use of technologies and adaptive teaching to individual pupil learning need.
7. To liaise with the SENCO to ensure all pupils in the Lower School with SEND have equal access to a broad and balanced curriculum alongside their peers. To enable all pupils with SEND to reach their full potential, ensuring equal opportunities and skill development across the curriculum.
8. To oversee the learning provision for Most Able pupils within the Lower School and work with Heads of Departments to ensure suitable provision is made within their subject.

9. To seek cross curricular and cross-Phase links between departments and phases.
10. To be involved in the construction and implementation of the school timetable in consultation with the Head of Teaching & Learning and Head of Lower School.

The Academic Lead would have a reduced timetable load.

APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download and complete the school's application form and return it with a covering letter highlighting any strengths and reasons for applying for the post;

Applications should be emailed to Mrs Rosie Orchard, Executive PA on patohm@leehurstswan.org.uk.

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Appointment is subject to satisfactory pre-employment checks, including references, identity, right to work, enhanced DBS, barred list check where applicable, and medical fitness.

If you would like further details about the school, or you would like to have a look around the school, please contact Rosie Orchard in the first instance.

Closing Date for Applications: Midday on Wednesday 13th May 2026.

Interview Date: Wednesday 20th May 2026.

Please indicate in your covering letter whether you would also like to be considered for the role of Lower School Academic Lead.

All candidates will be expected to plan and teach a thirty-minute observed lesson, followed by a forty-minute interview. There will also be an opportunity to tour the school to meet staff and pupils during the day.