

Bowhill Primary School

Writing Lead and Class Teacher

Full Time Fixed Term





Dear Applicant,

Thank you for your interest in the position of Writing Lead and Class Teacher, Full Time, Fixed Term vacancy at Bowhill Primary School.

The Governors of Bowhill Primary School in conjunction with the Exeter Learning Academy Trust are seeking to appoint a dynamic, enthusiastic and inspiring class teacher to join our team and take on the role of Writing Lead. We are looking for someone who can develop strong, positive relationships that inspire children to be the best they can be with the flexibility to play a crucial role in helping to raise, still further, the standards of achievement. We are an inclusive school and children are at the heart of everything we do.

Bowhill Primary School is a large, popular school situated on the outskirts of Exeter. Our ethos is based on developing a sense of community, aspiring to excellence, demonstrating a responsibility shown by all and respecting our environment. We have a very supportive community and are striving to achieve high standards in everything that we do. We wish to appoint a committed and hardworking teacher who can help us achieve our ambition of 'caring for our future together'.

This will be a 12 month fixed-term post starting on 1st September 2025 until 31st August 2026 due to projected pupil numbers. You will work as part of a team, under the direction of the Phase Lead and the Headteacher/ Deputy Head to ensure all children are receiving the best possible education to reach their full potential.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website www.exeterlearningacademytrust.co.uk.

Please send your completed application form to jobs@elatschools.com

Closing date is **Friday 16th May 2025**.

Interviews will be held on **Wednesday 21st May 2025**.

If you would like any further information, an informal conversation or to arrange a school visit, please contact the school on 01392 206585.

Yours faithfully,

Anna Lopez
Headteacher

The Local Governing Body and Trustees of ELAT are committed to safeguarding and promoting the welfare of children and young people and Headteachers ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced DBS.

Bowhill Primary School—Values and aims



A lively, happy school with an emphasis on developing the whole child.

We aim for our school to have the highest standards of education which is supported by our close-knit links with our community.

We want our curriculum to enable all young people to become:

- Successful learners who enjoy learning, make progress and achieve
- Confident individuals who are able to live safe, healthy and fulfilling lives
- Responsible for their own learning and behaviour, who make a positive contribution to society

We expect our teaching to offer:

- High quality education in a safe, happy and nurturing environment
- Teachers and support staff who are committed and dedicated
- Opportunities for each child to develop their talents and full potential
- A broad, balanced and varied curriculum which ensures continuity of progression and equality of opportunity

We will deliver this through:

- Well-resourced and attractive classrooms
- Opportunities to learn outside the classroom, within our spacious grounds
- A strong focus on cross-curricular learning
- Separate and well equipped rooms for Art, Music , IT and an airy library
- A wide range of high-quality P.E. opportunities and adventure playgrounds
- Access to specialist instrumental tuition for all children at KS2
- Information Technology across the curriculum
- Enrichment opportunities for all pupils
- Learning support programmes
- Visits and visitors

Children feel safe at our school



Community * Aspiration * Responsibility * Environment

About Exeter Learning Academy Trust (ELAT)



ELAT is a family of primary schools situated on the west side of the River Exe. We have high ambitions for our schools and are driven in our mission to ensure that no child is left behind and all are given the opportunity to succeed. Whilst we choose to work closely and align best practice, we also protect the uniqueness of each school and ensure they maintain their identity in order to best serve their community. We value the relationships we can build both within and beyond our school gates and are passionate about our role in supporting the development of a fair and just society.

The Headteachers, CEO and CFO form the Academy Trust Leadership team. We have a central team of staff who run finance, premises and HR operations for school leaders.

The Trust is run by a board of Trustees, but each school also has a local governing body comprised of parent, staff and community representatives. Their role is to ensure the school provides a good quality of education to their pupils and provide challenge and support to the leadership.

As your employer, Exeter Learning Academy Trust will strive to ensure you are supported in your development and are able to work in a happy and stimulating workplace free from discrimination. You can find out more about the Trust by visiting our website www.exeterlearningacademytrust.co.uk.

Trust vision and values

Working together, we will provide an excellent education that enables all children to succeed and broaden their horizons.

Our values

We have the **highest expectations** for every child and believe it is our job to ensure they have the opportunity to achieve their dreams and be the best they can be.

Building **strong relationships** are at the heart of what we do, and our children will know they are loved and have a role to play as future citizens in creating a fair and kind world.

Our staff team will be **successful and valued** in the workplace. They will strive to continuously get better and do their utmost to ensure all children reach their potential.

Our schools will be **inclusive**, ensuring all children can access a stimulating and broad curriculum that gives them the skills, knowledge and experiences they need to achieve well and become resilient learners.

Our schools will be **beacons in their communities** and reach out beyond the school gates to create positive relationships that will support our children's futures.



About Exeter



Exeter is a vibrant city, full of historic buildings, cultural attractions and contemporary restaurants. The city has a real sense of individuality, its varied cultural scene is embraced by proud locals, and the diverse mix of eateries means it is renowned as one of the foodie capitals of the South West. Head to the West Quarter or the cobbled Gandy Street to discover a great mix of independent shops and boutiques, cafes and bars.

When it comes to culture, Exeter is renowned in the south west for its independent arts scene. It is also firmly on the map as a destination for top sporting events and music. A good mix of independent venues such as the Exeter Phoenix, and large venues such as nearby Powderham Castle play host to a packed calendar of events and festivals throughout the year.

Exeter's unique location also makes it ideal for pursuing many leisure activities including moor walking, mountain biking, caving, rock climbing, white water kayaking and sea related sports/activities. Devon's many beautiful beaches and coastlines are just a short drive away.



With an airport and strong rail and road transport links, it is also a city that can open doors to many other places within the UK and further afield.



Job Description

Employer:	Exeter Learning Academy Trust
Location:	Bowhill Primary School
Salary Grade:	MPS/UPS
Hours:	FTE 1
Title:	Writing Lead and Class Teacher
Responsible to:	Headteacher

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Main Purpose of the job

Paragraphs 1 to 9 below are a Main Pay Scale (MPS) Teacher's responsibilities. MPS teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher: **In addition to the duties and responsibilities of a MPS Teacher you are, as an Upper Pay Scale teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Scale, Accountabilities under paragraph 10 reviewed annually**

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

Responsibilities

1. Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- 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 pupils
- 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

Job Description

2. Support the development of writing across the school.

This will involve:

- Action planning: writing a plan and monitoring and evaluating it during the year.
- Resourcing: Annual audit, ordering resources, managing the budget and applying for any grants.
- Standards: Monitoring standards of attainment and achievement, identifying poorly performing groups of pupils and ensuring there is provision for them to close the gap across the school
- Policy writing and updating policies and guidelines “so that everyone knows what they should be doing”.
- Curriculum: Ensuring due prominence of own subject within thematic framework.
- Monitoring: lesson observations, pupil interviews, work scrutiny, checking planning.
- Assessment: Assessing work samples, analysing test data.
- Supporting: Assisting colleagues with planning and delivery.
- Professional Development: Keeping up-to-date with curriculum development, organising and leading training, visiting other schools.
- Promoting the subject: Organising special events
- Making strategic decisions
- Keep headteacher and governors regularly informed of all relevant developments.

3. 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 values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

4. 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
- Attend to the pupil’s personal needs, and implement related personal programmes, including social, health, physical, hygiene, intimate care, first aid and welfare matters

5. Professional development

- Take part in the school’s appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

6. Communication

- Communicate effectively with pupils, parents and carers

7. 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

Job Description

8. 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

9. Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

10. Support the development of a subject across the school.

This will involve:

- Action planning: writing a plan and monitoring and evaluating it during the year.
- Resourcing: Annual audit, ordering resources, termly tidying, managing the budget and applying for any grants.
- Standards: Monitoring standards of attainment and achievement, identifying poorly performing groups of pupils and ensuring there is provision for them to close the gap across the school
- Policy writing and updating policies and guidelines “so that everyone knows what they should be doing”.
- Curriculum: Ensuring due prominence of own subject within thematic framework.
- Monitoring: lesson observations, pupil interviews, work scrutiny, checking planning.
- Assessment: Assessing work samples, analysing test data.
- Supporting: Assisting colleagues with planning and delivery.
- Professional Development: Keeping up-to-date with curriculum development, organising and leading training, visiting other schools.
- Promoting the subject: Organising special events
- Making strategic decisions: e.g. whether to “set” for the teaching of a subject.
- Keep headteacher and governors regularly informed of all relevant developments.

11. Upper Pay Scale Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Scale teacher.

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- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

11. Additional Accountabilities for the Maximum of the Upper Pay Scale

In addition to the requirements of a Main Pay Scale teacher and an Upper Pay Scale teacher, teachers paid at the maximum of the Upper Pay Scale are required to ensure that they:

- Play a critical role in the life of the school.
- Provide a role model for teaching and learning.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team/school.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

At ELAT all staff are expected to model the behaviours of a professional at all times.



Person specification - Teacher

Essential	Assessed through
Good hon's degree (2:2 or higher)	Application
QTS status	Application
Proven ability to deliver outstanding lessons (through formal lesson observations)	Letter/references/teaching episode
Secure knowledge and understanding of the national curriculum at Key Stage 2	Teaching episode/interview/letter
Proven ability to deliver outstanding pupil outcomes	Letter/references
Ability to lead and inspire others	References/interview
Ability to coordinate a core subject	Letter/References
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good ICT skills	Letter/references
Creativity and imagination	Letter/references/interview
Ability to inspire and enthuse children and build effective relationships with their parents	Letter/reference/teaching episode
A genuine love of teaching and rapport with children	Teaching episode/interview
Commitment to further professional development and learning	Application/letter
A sense of humour	References/interview
Excellent relationships with colleagues	References
Experience in designing learning sequences within and across lessons, year groups and phases which lead to excellent pupil outcomes	Reference/teaching episode
Desirable	Assessed through
Evidence of a willingness to contribute to extra-curricular and enrichment programme	References/letter/interview
Experience in Coaching	References/interview

The Application Process

Application forms:

Application forms and the recruitment pack are available from the Trust website. Please send completed applications to jobs@elatschools.com

Visits:

Visits to our school are welcome. Please contact us on 01392 206585 to arrange a visit and meet the Headteacher, Anna Lopez. If you are unable to visit then we are happy to talk to you on the phone.

Closing Date:

Please send completed applications directly to jobs@elatschools.com by **Friday 16th May 2025**.

Shortlisted candidates invited for interview:

Shortlisted candidates will be invited for interview on **Friday 21st May 2025**. References will be taken up and proof of identity, birth certificate and qualifications will be required.

Contact

Bowhill Primary School

Buddle Lane

Exeter

EX4 1JT



01392 206585



admin@bowhill.devon.sch.uk



www.bowhill.devon.sch.co.uk