



# CHARLTON SCHOOL

*Building Knowledge • Developing Character • Inspiring Futures*



## Teaching Staff Application Pack



**Ofsted**  
Good  
Provider



**Principal: Mr McNaughton**

Apley Avenue, Wellington, Telford, TF1 3FA

Telephone 01952 951409

or visit our website at [www.charlton.uk.com](http://www.charlton.uk.com)

# MATHS TEACHER

Salary:	<b>Main scale/UPS</b>
Location:	Charlton School
Required from:	September 2025
Contract type:	FTE
Contract term:	Permanent

Charlton is an 11-16 comprehensive school, well established in the heart of its local community. We are a truly comprehensive school, admitting children from over 20 primary schools, with students' prior attainment at KS2 broadly in line with National Average, with a slight bias towards higher ability range.

At Charlton we take pride in students' progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals' needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

## **Charlton's Vision – Building Knowledge, Developing Character, Inspiring Futures**

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

## **Charlton's Values**

At Charlton our ethos is built upon our three core values, we expect all members of the Charlton community to always exhibit these values:

- Respect
- Responsibility
- Resilience

We are tremendously proud of our school building. It provides first rate facilities, purpose-built for the 21st century. Our new build school opened in June 2016 and was the last school in the country to be completed under the Building Schools for the Future scheme.

Additional investment in state-of-the-art ICT, Sports, Expressive Arts, Science and Technology, have been a great boost to students' already rich curriculum of Foreign Languages, Humanities, English and Maths. We firmly believe that the new facilities will further strengthen our high performance across the school.

The school joined the Learning Communities Trust as an academy in December 2018. This is a multi-academy trust set up to serve the needs of the students in the Wellington and Hadley areas of Telford. This is an exciting development for the school, and we are already seeing the benefits of collaborating with other schools.

Following a recent Ofsted inspection (May 2023), the school has been judged to be good overall and good in all the separate judgement areas. We are delighted with the outcome, and that the dedication and hard work of our students and staff has been rightly recognised.

We are offering an exciting opportunity for an excellent teacher to join our successful Maths department, supporting the further development of an innovative curriculum for all, with purposeful, contextual learning and high expectations for students forming a major part of our passion for learning.

## **We would welcome applications from ECTs**

**Closing date for applications: 9.00 am on Thursday 15<sup>th</sup> May 2025**

**Interviews Week Commencing: Monday 19<sup>th</sup> May 2025**

Application forms and further information is available from the school website [www.charlton.uk.com](http://www.charlton.uk.com) . Alternatively, you may contact Rachel Proctor [rachel.proctor1@lct.education](mailto:rachel.proctor1@lct.education) or call 01952 951409 Ext. 1830

**Sorry but CV's will not be accepted.**

**The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).**

**References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.**

**We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our Child Protection & Safeguarding Policy [here](#).**

## **JOB DESCRIPTION**

### **Teacher Main Scale and UPS**

The following generic responsibilities are consistent for all Classroom Subject Teachers. The Teachers' terms and conditions of employment cover all posts. All teachers will be expected to meet the appropriate Teacher Standards/post-Threshold Standards as a minimum requirement (relevant to experience).

Main Pay Scale

Accountable to: Subject Leader

#### **Purpose**

- To provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress
- Be accountable for the attainment and progress of all students who are taught by the post holder
- Supervise and guide the work of any support staff (including Teaching Assistants) who are assigned to work with the post holder's classes/students.
- To provide pastoral support and guidance for all students in the post holder's care, classes or form group.
- To contribute to the overall development work of the teaching and learning area team.
- Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn.

#### **Teaching**

- To set clear learning objectives and plan for and teach across the whole age and ability range for an appropriate proportion of the week.
- Use data to plan lessons and learning materials to motivate and support all students to make at least good progress.
- To have high aspirations and set challenging targets for all students.
- To set high expectations for students' behaviour, learning, motivation, and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences
- To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
- Take account of students' prior attainment, learning styles, and needs and use them to set appropriately challenging targets and learning activities
- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge

- Set work for students absent from school for health or disciplinary reasons
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour Policy.
- To ensure that teaching room, resources, and equipment are maintained in good order with particular regard to health and safety, and security of property
- To use ICT and other technology and learning resources as learning tools to inspire and motivate learners
- To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display.

#### Assessment Recording and Reporting

- To maintain notes and plans of lessons undertaken and records of students' work, attendance, and attainment.
- To mark, assess, and return students' work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement
- To keep high-quality records to promote tracking and monitoring of student progress using data and teacher assessment records
- Use data and teacher-student attainment, progress, and results of assessments within the school's recording and reporting structure
- To set and mark examinations, assessments, and coursework as assigned by the Subject Lead or member of SLT
- Attend the appropriate parents' evenings and individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets
- Be familiar with the school's records and information relating to students who have additional needs and use this information to ensure all students can access the curriculum and are supported to attain well and make at least good progress

#### Pastoral Responsibilities

- To take responsibility for promoting and safeguarding the welfare of students and making sure they have a safe environment in which to learn
- To participate in the pastoral organisation of the school as a form tutor, if required
- To be the first point of contact for parents/carers in the assigned tutor group
- To monitor and set targets for the social and academic progress of individuals in the tutor group
- To undertake responsibility for the delivery of the personal development programmes to the tutor group as required

- To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards

#### General Professional Responsibilities

- To attend meetings as part of the school's meeting cycle
- To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual, subject and whole school improvement work
- To support and implement all relevant subject and teaching and learning policies, including the Code of Conduct for staff and whole school policies
- To act as a role model to students with respect to dress, attendance punctuality, and general conduct
- To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher (e.g. duties, emergency cover).
- To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document. Teachers in the Upper Pay Scale (UPS) can be expected to make a particular contribution to the development and improvement work of their Teaching and Learning Area team in line with statutory requirements to meet threshold standards.

#### In particular teachers at UPS1/2/3 will:

- Provide a model of high-quality professional practice
- Make a distinctive contribution compared with MPS teachers
- Consistently provide at least a good quality of teaching and learning for students, with the potential to develop outstanding practice
- Make a significant and sustained contribution to the improvement of the work of the school

This is the current job description and is subject to annual review and may, after discussion with the teacher, be changed.

### Person Specification: Teacher

<b>Factors</b>	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (PGCE or equivalent qualification)</li> <li>• Good Honours degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching students across the whole ability and age range</li> <li>• Ability to analyse and interpret data, and use it to identify underachievement</li> <li>• Successful experience of teaching in the subject across the full age range of a secondary school</li> </ul>
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Commitment to raising achievement through enabling all young people to achieve their potential.</li> <li>• Ability to use pupil assessment data to raise standards</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to support the process of change and work effectively in a team.</li> <li>• Ability to prioritise, plan and organise.</li> <li>• Understanding of safeguarding and promoting of welfare of children issues.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Resilience under pressure</li> <li>• Patience, flexibility, approachability and a positive and energetic approach to work</li> <li>• Ability to develop good relationships with all members of the school community</li> <li>• Enthusiasm for the subject</li> <li>• A commitment to the vision of the school</li> <li>• High standards and expectations</li> <li>• Outstanding communication skills</li> <li>• Reliability and integrity</li> <li>• A commitment to safeguarding and promoting the welfare of young people</li> <li>• A commitment to personal and professional development</li> </ul>



## ACADEMY APPLICATION FORM

### *Completing the Application Form*

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try to make sure that everyone applying for a job with this school has a fair chance. Completing an application form is the first stage in the recruitment process that may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training, which shows that you meet the requirements of the job for which you are applying. Include non-work activities that are relevant.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form
- If you attach additional sheets to your application form, make sure you put your name and the title and location of the post for which you are applying at the top of each page.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

### **Jobs Working with Children**

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

Please read this information carefully, detach and keep these notes.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.

- You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.

### **Criminal Record Checks**

- This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- A caution or conviction will not necessarily prevent you from applying for the post. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- You will be required to complete a self-declaration form in relation to any criminal convictions if you are shortlisted for the post and invited to interview. This must be submitted prior to the interview, failure to do so could result in the offer of an interview being withdrawn.
- At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Prior to any offer of employment being made you will be required to complete a Disclosure Application Form. Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. They will also send a notification via the online DBS system to Telford & Wrekin Council and the school to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

### **Online Checks**

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

For disclosure information and services please visit the DBS homepage on their web site [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

If you do take up employment it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

## **IMPORTANT**

**WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH WORKING WITH CHILDREN.**

### **Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26<sup>th</sup> May 2018)**

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful and subsequently appointed this information will be used for the purpose of:

- contractual obligations as an employer
- to keep you informed on matters relating to your employment
- detection and prevention of fraud and over payments from the public purse
- completion of statutory returns
- improving the management of its workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to support compliance with the Equality Act 2010
- supporting the work of the School Teachers' Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with us, we will retain this information for the period of your employment and following 6 years following the end of your employment.

If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

We will not share any Personal Identifiable Information collected with external organisations unless, excluding our HR & payroll Provider or unless required to do so by law.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

### **Equal Opportunity Monitoring**

To ensure we meet our commitments in relation to Equal Opportunities we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school directly.

Whatever the outcome of your application, thank you for the interest you have shown in working us.



## EMPLOYMENT APPLICATION FORM FOR ALL STAFF

Please complete the relevant parts of this form

<b>Job Title :</b>	<b>Application to be returned to:</b>
<b>Closing Date:</b>	Charlton School, Apley Avenue, Wellington, TF1 3FA
<b>Vacancy Number:</b>	or alternatively email it to: <a href="mailto:rachel.proctor1@lct.education">rachel.proctor1@lct.education</a>

### 1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address	If this post is available for job share, do you wish to be considered on this basis?	
Postcode		
<b>Teaching posts only.</b> Teacher Reference No:		

### 2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

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### 3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address:  Tel. No. May we contact you on this number?	Date appointed:  Date left (if applicable):  Reason for leaving:
Present wage/salary £  Please specify type and value of any allowance included in the above	Notice required/date available for employment

### 4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

## 5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

## 6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

## 6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

\*Please indicate if this is a work or personal referee.

<b>1. Name</b> Address   Tel. No. Email: Occupation Work/Personal*	<b>2. Name</b> Address   Tel. No. Email: Occupation Work/Personal*
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## 7. OTHER INFORMATION

Are you, to your knowledge, related to any employees or member of the schools Governing Body or Trustees?

If yes, please give details:

Name	Relationship
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### Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

### Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

## 8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

**For office use only**

Reason for not shortlisting:

Reason for not appointing:

**IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES  
PLEASE COMPLETE THE FORM OVERLEAF**

## **EQUAL OPPORTUNITIES MONITORING FORM**

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

**Post Title:**.....**Job Reference:**.....

**Full names** (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

**What is your date of birth?** \_\_ / \_\_ / \_\_\_\_ **What is your gender?** Male ☐ Female ☐

**Do you have any long-standing illness or disability that limits your daily activity?**

Yes ☐ No ☐ Rather not say ☐

**Are you caring for someone who has a long-standing illness or disability that limits their daily activities?**

Yes ☐ No ☐ Rather not say ☐

**Do you belong to any particular religion or hold particular beliefs?**

Christian ☐ Hindu ☐ Muslim ☐ Sikh ☐ Other (please state) ..... No religion ☐

Rather not say ☐

**What is your ethnicity (please tick ✓)?**

White	Mixed/multiple ethnic groups	Asian/Asian British	Black/African/Caribbean/Black British	Other ethnic group
English/Welsh/Scottish/Northern Irish/British	White and Black Caribbean	Indian	African, please write country of origin	Arab, please write country of origin
Irish	White and Black African	Pakistani	Caribbean	Chinese
Gypsy or Traveller	White and Asian	Bangladeshi	Any other Black/African/Caribbean/Black British background, please write in	Any other ethnic group, please write in
Polish	Any other mixed/multiple ethnic background, please write in	Any other Asian background, please write in		
Any other white background, please write in				

**What is your sexual orientation?** Straight/heterosexual ☐ Lesbian/Gay ☐ Bi-sexual ☐ Rather not say ☐

**Would you describe yourself as trans-gender?** Yes ☐ No ☐ Rather not say ☐

**Are you an agency worker?** Yes ☐ No ☐

**Are you currently employed by Telford & Wrekin Council?** Yes ☐ No ☐

**If YES please enter your employee number**.....

**How did you find out about this vacancy?**.....