

Information Booklet

Teacher



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX

www.themast.co.uk | 01484 865444

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.



About Shelley First School

We hope you find the information contained within this information pack useful in getting to know us and understanding what our values are as a school.

Shelley First School is a small, popular village primary school set within a semi-rural part of Huddersfield. There are currently 160+ pupils on role, from Reception to Year 5.

School is a member of the 'Mast Academy Trust', comprising Scissett Middle School,

Birdsedge First School, Scholes Junior and Infant School (Holmfirth) and Kirkburton Middle School. Most pupils come to us from the surrounding village of Shelley and then transfer to Kirkburton Middle School at the end of Year 5. Close links exist at all levels between schools throughout they pyramid, ensuring continuity, progression and effective transfer between phases. Although we don't have a Year 6 at Shelley, we work hard to make sure our pupils are Y6 ready and liaise closely as they transition.

We say at Shelley that 'Together we Succeed' and this ethos permeates every aspect of school life, beginning right at the start in our OFSTED outstanding Early Years Provision which provides a seamless and well-crafted transition from nursery to school for our youngest learners. With our passionate and experienced team of staff, our carefully constructed curriculum and our extensive and rich outdoor space, Shelley children go on to grow and flourish: there are plentiful opportunities for sport, outdoor learning, forest school and so much more. Shelley First builds leaders for tomorrow with opportunities to join the school council, the eco forum, become head boy or girl, a house captain, or take up positions of responsibility supporting the younger members of our nurturing school. Here at Shelley, our standards are high and pupils love to learn: attendance is well above the national average and we hold a range of awards from Investors in Pupils, gold Artsmark and Musicmark awards and silver School Games award. What makes Shelley truly unique is its position at the heart of the community and its wonderful outdoor spaces. The school hosts events such as a school Christmas Performance, a Reindeer run, a Summer Serenade and a Christmas Fayre, plus creative weeks, careers weeks and much more, and these are central to our ethos – something that everyone in the community can be involved in. Together, we create everlasting memories and the strongest of foundations for our children: it's really true, here at Shelley First, that 'Together, we succeed'.

Our vision at Shelley is to provide a joyful, nurturing and truly inclusive environment where every child achieves, feels safe, valued and proud to belong where every child fulfils their unique potential with confidence, creativity, and curiosity. We want to grow compassionate, respectful individuals who lead with empathy and courage, embracing new opportunities with enthusiasm and resilience: in a nutshell, enthusiastic explorers with a lifelong love of learning!

We live this through our foundations: **Share, Help, Encourage, Love, Learning, Everyone, You can!** We specialise in supporting, nurturing and guiding children through this formative time in their lives – emotionally, socially and academically – in order that they can achieve well and feel safe. We believe strongly in the importance of inclusion, the development of the whole child and meeting the needs of the individual. To this end, we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.

Attendance is excellent, bullying is rare and pupils tell us they feel safe and well-cared for. We are a school which has safeguarding and children's safety and happiness at its heart. Pupils are encouraged to take responsibility for themselves and their learning and see themselves as citizens of the community – citizens who can, and do, make a difference. Our school team has changed over the last 18 months and we are now a relatively fresh staff team on a journey together and looking for the final jigsaw pieces! We are looking for a committed teacher who has energy and enthusiasm, a love of the classroom and a passion and flair for making meaningful connections with children to ensure that every child thrives.

Liz McLoughlin

Head Teacher

Teacher

For the Shelley First School

Organisation	Shelley First School
Job Scale	Main Pay Scale
Hours	Full Time
Type	Permanent
Job share	Applications can be considered
Location	The primary place of work shall be Shelley First School; you may be required to work at any school within the Trust.
Responsible to	Headteacher

JOB CODE	SFSCT0326
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

We are seeking to appoint an enthusiastic and motivated teacher to join our happy and hard-working team.

Candidates should be:

- An excellent classroom practitioner that values every single child
- A team player
- Enthusiastic about learning
- Able to contribute to our very high standards
- Able to confidently lead a curriculum area now or in the near future

Basic Job Purpose

- Teaching a class as directed by the Head Teacher and taking responsibility for the teaching and learning of a group of pupils within the context of the ethos and aims of the school.
- Establishing and maintaining regular communications with the Head Teacher, teacher colleagues, Governors and other schools and where appropriate within a curriculum area.

Main Responsibilities –Teacher

Accountable for:

- The quality of teaching and learning within the class/group.
 - To define and make clear to the pupils the objectives for each lesson in accordance with the agreed Scheme of Work, taking into account the differing abilities of the pupils.
 - To uphold and deliver the premise that 'every teacher is a teacher of SEND'
 - To direct the work of any class-based Teaching Assistants and to monitor their performance.
 - To mark and assess pupils' work in accordance with Key Stage and whole school marking policy.
 - To keep an accurate and up to date record of each pupils' progress and achievement in line with the School Assessment Policy.
 - To encourage and stimulate every pupil to achieve the best quality of work of which he/she is capable.
 - To promote and maintain a safe and visually stimulating classroom that supports different children's needs
 - To set and monitor homework in accordance with the Homework policies and agreed timetable.
 - To keep an appropriate record of lesson plans and lesson notes.
 - To write and review Support Plans SEN/LAC children in consultation with the SENCO.
 - To liaise with parents as required, including attendance at Progress Meetings, Review Meetings and Annual Reviews.
 - To lead one or more subject areas across the school (now, or in the near future)

- Supporting the administration of the Key Stage.
 - To attend staff meetings and cpd sessions as required/agreed.
 - To complete pupil reports and reviews as required and to agree individual pupil/group targets.
 - To provide data to update the pupil tracking system.
 - To contribute to Whole School policy making through the development of schemes of work and assessment materials.
 - To take on board Key Stage and Whole School documentation and to respond appropriately.
 - To respond positively to requests for information from the Head Teacher and the Leadership Team.
 - To represent the School at open days, welcome evenings and other events, as agreed.
 - To have an understanding of the EYFS, KS1 & KS2 and willingness to be flexible about which key stage you will work in.

- Sharing good practice
 - To keep abreast of developments/good practice in teaching and learning within the Key Stage.
 - To report back on INSET provided as required and to share good practice/inform colleagues.
 - To take responsibility for an allocated area of the curriculum, monitoring planning, teaching and resources (as directed by SLT)
 - To participate in the National Support school/ National Teaching School whenever appropriate

- Supporting School administration.
 - To carry out break duties as required/agreed.
 - To lead assemblies as required/agreed.

Further Duties

- To carry out additional tasks deemed reasonable by the Head Teacher.
- To undertake performance management and to contribute to the programme as required / agreed
- To undertake and commit to your continued professional development

General

- Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the trust's responsibilities towards safeguarding.

Person Specification - Teacher

E	Essential	A	Application Form
D	Desirable	T	Test/Exercise
		I	Interview
		R	References

Qualifications & Experience

E	Qualified Teacher Status (or pending)	A
E	Degree or equivalent academic qualification	A
E	Experience of applying varying methods of classroom organisation.	AI
E	Able to demonstrate excellent primary practice	AI
E	Experience of Teaching in KS1/KS2	AI
E	Experience of working as part of a team	AI
E	Experience of using assessment to support and enhance learning and progress	AI
E	Willingness to attend further training related to the post offered.	AI
D	Experience of working with SEND within the classroom environment	AI

Knowledge & Understanding

E	Working knowledge of the National Curriculum and developments	AIR
E	Successful teaching with excellent subject knowledge	AIR
E	Clear philosophy of primary education and the ability to translate into practice	AIR
E	Commitment to the assessment, tracking and targeting of pupil progress and experience of this	AIR
D	Enthusiastic, creative and energetic approach to learning	AIR
D	Good knowledge and understanding of creative and experiential learning	AIR

Skills & abilities

E	Enthusiastic and hard working	AI
E	Sound judgment and ability to make decisions based on understanding of relevant information	I
E	Able to prioritise work, use own initiative and to manage work to meet tight deadlines	AI
E	Adaptability to changing circumstances/ideas	I
E	Attention to detail	AI
E	Willingness to work as part of a team	AIR

Personal Qualities

E	Commitment to undertake continued training and development	I
E	Willingness to undertake an enhanced Disclosure and Barring Service check.	I
E	Adaptability to changing circumstances/new ideas	I
E	Ability to inspire confidence in staff, students, parents and others	I
E	A commitment to inclusive education	I
E	Reliability, integrity and stamina	IR
D	Determination to succeed and the highest possible expectations of self and others	I
D	Resilience and perspective	I
D	Personal impact and presence	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Teacher

If you wish to apply for the post of Teacher then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the following areas:

- Relevant Experience
- Education and training attainments
- General and specialist knowledge
- Skills and Abilities
- Additional factors in continual professional development

If you require any support completing the application form, please contact hr@themast.co.uk or telephone 01484 598898 and speak to the HR department.

The job code for this role is SFCT0326

Visits are warmly welcomed and can be arranged by contacting Shelley First School on T:01484 604484 or email: lmcloughlin@themast.co.uk.

In addition, we encourage you to visit the school and Trust websites: www.shelleyfirstschool.co.uk and www.themast.co.uk respectively.

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Dates

The closing date for applications is 22nd April 2026 9am

The interview date is expected to take place on 30th April 2026

If we have not contacted you by end April 2026, please assume that on this occasion your application has been unsuccessful. We are unable to respond to every application.

The expected start date for the successful candidate would be September 2026.

Please accept this as acknowledgement of the time and interest you have shown.

