



Down Ampney C of E Primary School

Full-time Teacher Application Pack September 2025 start



Dear Applicant,

Thank you for your interest in the position of full -time teacher at Down Ampney C of E Primary School which is on the Gloucestershire and Wiltshire border. This post is initially for two years, however, a permanent position may be extended to the right candidate. The current vacancy is to teach in Class 1, which is R/KS1, but a willingness to teach throughout the school over time is desirable. Down Ampney is a thriving and inclusive primary school, dedicated to providing high-quality education and opportunities for all students. We are committed to ensuring that every child reaches their full potential and develops a love of learning. The school currently has three mixed-aged classes (EYFS/KS1, LKS2 and UKS2), small class sizes and higher than average non-standard entry, meaning support across the school is varied and cohort specific. Down Ampney C of E Primary School is part of the Corinium Education Trust which is a local Trust of primary schools and a secondary school. It is a supportive network of professionals with children and young people at its heart.

Our School Vision

Our school is a welcoming and inclusive community where everybody has a sense of belonging and is loved as a unique individual. Each child's journey is an open book that we enrich with learning opportunities, memories, and friendships. We empower our community to flourish through positive relationships and experiences in order that we live life in all its fullness while developing the confidence we need to have an impact in our changing world.

We are seeking to appoint an enthusiastic teacher who:

- Is an excellent classroom practitioner.
- Is knowledgeable of the primary curriculum, including adaptive teaching methods to scaffold the learning for a wide range of pupils.
- Uses Assessment for Learning throughout the planning and delivery stage, to raise student outcomes.
- Is a reflective practitioner, committed to raising standards across the school.
- Builds positive, effective relationships with children, parents and carers, and other staff.
- Can drive the Christian distinctiveness of the school through its value led curriculum.

Down Ampney C of E Primary School can offer you:

- The opportunity to work in a fully inclusive school with a friendly, open team.
- Pupils who are kind and keen to learn.
- A committed and welcoming school community who want the best for Down Ampney C of E Primary School.
- Membership of a team committed to whole school and Trust improvement.
- A culture of belonging, built on trust and positive relationships.

In this application pack, you will find:

- ✓ A note from the Trust Lead of The Corinium Education Trust;
- ✓ A copy of our teacher job description and person specification;
- ✓ An application form

We encourage visits to the school. This can be arranged by emailing admin@downampney.gloucs.sch.uk

Interested candidates should return a completed application form along with a letter of application stating why you are applying for this role, how your experience/training has prepared you for this role and what you can bring to the school.

Proposed Interview Date: Friday 2nd May or Tuesday 6th May 2025

We are committed to the safeguarding of our pupils, and employment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service and receipt of satisfactory references. Please note that we are unable to accept CVs as a means of application and interested applicants must complete the application form by the due date to be considered for this post.

Yours Sincerely,

Mrs Rebecca Gray – Headteacher



Why apply to teach at Down Ampney C of E Primary School?

As a local multi-academy trust, we are committed to improving the learning and life chances of all of our pupils.

We are looking for a class teacher who has the energy, passion, and commitment necessary to enhance our pupils' learning and who aspires to make a difference in the future as a school leader. In return, The Corinium Education Trust offers

- A range of training opportunities, including those leading to accreditation, and a network of support;
- Cross-phase research and evidence-based continuing professional development;
- Talent identification and leadership development;
- The opportunity to teach and progress into leadership positions in one or more of our local schools. The Corinium Education Trust will be opening a new primary school in September 2029 (TBC).

For more information, contact Mrs Rebecca Gray Headteacher, Down Ampney C of E Primary School.

We look forward to receiving your application.

Chiquita Henson

Trust Lead

Corinium Education Trust



Down Ampney C of E Primary School

Person Specification

Employment Details

Job Title:	Class Teacher
Reports to (Job Title):	Head Teacher
Staff Responsibilities (Job Title):	Class Teacher (Main Scale). Initially EYFS/KS1
Hours of Work	Full time
Level and Scale Point:	Dependent on qualifications and experience

About Us:

Down Ampney is a thriving and inclusive primary school, dedicated to providing high-quality education and opportunities for all students. We are committed to ensuring that every child reaches their full potential and develops a love of learning. The school currently has three mixed-aged classes, (EYFS/KS1, LKS2 and UKS2) small class sizes and higher than average non-standard entry, meaning support across the school is varied and cohort specific.

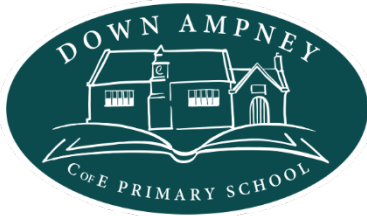
Main Responsibilities:

- Be responsible for the learning and achievement of all pupils in the class/es, 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 trust, and always observing proper boundaries appropriate to a teacher's professional position.
- Live out the school's vision and ensure pupils feel valued and that they belong.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of all pupils.
- Act within the statutory frameworks, which set out the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.
- Take responsibility for promoting and safeguarding the welfare of children within the school.
- Support and promote the distinctive Christian ethos and values of the Church of England School.
- Participate in and deliver class or teacher led collective worship when required.

	Essential	Desirable
Qualifications & Teaching Experience	<ul style="list-style-type: none"> • Qualified teacher status • Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection/Safeguarding. • Demonstrate a good understanding of safeguarding procedures and Keeping Children Safe in Education. 	<ul style="list-style-type: none"> • Experience of teaching EYFS/KS1 • Experience of teaching mixed age classes • Evidence of continuing CPD or willingness to undertake further CPD and to learn from colleagues. • SoundsWrite trained. • Experience of promoting successful outcomes with children with SEN/D or Pupil Premium.
Professional and Personal Qualities	<ul style="list-style-type: none"> • A commitment to work cooperatively in a team situation. • To be able to accept and act on advice and support when necessary. • To be able to motivate children to be able to do their best. • Professional at all times • Reliability and integrity • Passion for the profession • Willingness to support colleagues 	<ul style="list-style-type: none"> • Can demonstrate commitment to the wider life of the school • Energy and enthusiasm • Ability to be reflective and self-critical • Ability to multi-task • Positive outlook • Calm under pressure • Sense of humour!
Knowledge and Understanding	<ul style="list-style-type: none"> • To have an understanding of what Quality first teaching is to ensure: <ul style="list-style-type: none"> - inclusive teaching for all pupils in a class. - strategies to support SEN pupils' learning in class, on-going formative assessment to raise standards and to support all pupils. • To have a strong working knowledge of what effective teaching and learning looks like. • Understanding of the statutory national curriculum requirements at the appropriate key stage including monitoring, assessment, recording and reporting of pupils' progress. • Excellent behaviour management and classroom organisational skills. • Good communication skills to enable positive relationships to be developed between families, colleagues, other professionals and the wider school community. • The highest expectations of pupils, with the ability to inspire them to achieve, believe and care. 	<ul style="list-style-type: none"> • Understanding of a Church school ethos and implementing this throughout the curriculum. • Willingness to participate or lead out of school activities. • Desire to be involved in whole school curriculum development. • Passionate about school improvement and a willingness to adapt teaching strategies to work within a mixed age class. • Knowledge of the preparation and administration of statutory National curriculum tests.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to suit the changing needs of the school or pupil. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.



Down Ampney, Near Cirencester, Gloucestershire, GL7 5QR
Headteacher: Mrs Rebecca Gray



Tel: 01793 750294

Email: admin@downampney.gloucs.sch.uk or head@downampney.gloucs.sch.uk Website:
<http://www.downampneyprimaryschool.co.uk>

Class Teacher Job Description Main Scale

POST TITLE: Class Teacher

LOCATION: Down Ampney Church of England Primary School

RESPONSIBLE FOR: Under the reasonable direction of the Headteacher, carry out the professional duties of a class teacher as set out in the current School Teachers' Pay and Conditions Document.

REPORTING TO: Head Teacher

Job Description

Main responsibilities

- Be responsible for the learning and achievement of all pupils in the class/es, 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 trust, and always observing proper boundaries appropriate to a teacher's professional position.
- Live out the school's vision and ensure pupils feel valued and that they belong.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of all pupils.
- Act within the statutory frameworks, which set out the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.
- Take responsibility for promoting and safeguarding the welfare of children within the school.
- Support and promote the distinctive Christian ethos and values of the Church of England School.
- Participate in and deliver class or teacher led collective worship when required.

Class Teacher Duties

- Have a secure knowledge and understanding of the National Curriculum programmes of study, descriptors and specifications for all relevant areas of the curriculum and EYFS statutory Framework Development Matters and any other statutory requirements related to pupils' education or welfare.
- Teach a broad and balanced curriculum to the class that will ensure all children can achieve their full educational potential.
- Provide a safe, challenging and supportive learning environment that introduces new ideas and concepts clearly.

- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements, as appropriate.
- Plan for progression across the age and ability range taught, designing effective learning sequences within lessons and across series of lessons to aid development.
- Be aware of children's next steps and, if appropriate, share these with children.
- Have a good working knowledge of a range of teaching and learning strategies that are appropriate for a range of contexts and use these to meet learners' needs.
- To maintain a positive working environment, following the school's behaviour policy.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and scaffold appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils 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.
- Contribute to the identification of pupils with additional educational needs, working alongside the SENCO to seek the appropriate specialist support and advice in order to give positive and targeted support.
- Implement and keep records on Educational Health Care Plans (EHCPs) and MyPlans or MyPlans+.
- Ensure personalised provision is offered if appropriate, including intimate care.

Behaviour and safety

- Ensure that you are up to date with all statutory and desirable Safeguarding and Child Protection CPD and have an understanding of the Gloucestershire Graduated Pathway and the Windscreens of Intervention.
- Report all Safeguarding and low-level concerns to the DSL or DDSL and log using the school reporting system.
- Follow the school's Behaviour and Positive Relationships Policy.
- Manage behaviour effectively, using approaches which are appropriate to pupils' needs.
- Be a positive role model, maintaining good relationships with pupils and demonstrate consistently the positive attitudes, values and behaviours, which are expected of all pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- 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.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Direct the use of any support staff or class helpers, ensuring 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 within the remit of the current School Teachers' Pay and Conditions document.
- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers regarding pupils' achievements and well-being.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Monitoring, Assessing, Recording and Reporting

- Be responsible for assessing, recording and reporting of the progress of the children in the class.
- Know the assessment requirements and arrangements for the specified subject or curriculum areas, including those related to national standardised tests.
- Use the school's tracking system to maintain up to date assessment records, that are then used to monitor progress, set targets, and plan subsequent lessons.
- Make accurate and productive use of both formative and summative assessment to secure pupils' progress.
- 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 within the remit of the current School Teachers' Pay and Conditions Document.
- Marking and feedback to be carried out as directed by the Headteacher.
- Progress reports for children and parent consultation meetings to be attended and prepared for at the direction of the Headteacher.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.

Professional Development

- In conjunction with the Headteacher, participate in performance management and improve practice through appropriate professional development and relevant training.
- Take a creative and constructive response to innovation, coaching and mentoring, and adapt practice where benefits and improvements are identified.
- 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.
- Keep up to date with research and developments in pedagogy and curriculum content.
- Be actively engaged and seek opportunities to further develop your practise, in line with school development priorities.
- Take responsibility for a number of areas of the curriculum in discussion with colleagues and the Headteacher.

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 Headteacher.

All teachers at Down Ampney C of E Primary School will carry out their duties in line with those set out in the current School Teachers' Pay and Conditions Document:

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Job Title	Signature	Date

Headteacher		
--------------------	--	--



Internal use only
Ref . No. _____
Date Received _____

Employment Application Form: Teaching

The Corinium Education Trust and Local Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application, as well as Part 3. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	Class Teacher
--------------------------	----------------------

Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

Initials _____ Surname or Family name _____

2. **LETTER OF APPLICATION** Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application.*

3. **PRESENT / LAST APPOINTMENT: IF TEACHING**

Name, address and telephone number of school	
1 Type of school	Boys Girls Mixed Age range Number on Roll
2 Type of school	<i>e.g. Community, Aided, Foundation, Academy, Free School, Independent etc</i>
Job title <i>Please enclose a copy of your current job description</i>	
Subjects/age groups taught	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. PRESENT / LAST APPOINTMENT: IF NON-TEACHING

Name address and telephone number of employer	
Job title <i>Please enclose a copy of your current job description</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

5. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates				Reason for leaving
				From		To		
				Mth	Yr	Mth	Yr	

1									
---	--	--	--	--	--	--	--	--	--

2									
---	--	--	--	--	--	--	--	--	--

3									
---	--	--	--	--	--	--	--	--	--

4									
---	--	--	--	--	--	--	--	--	--

5									
---	--	--	--	--	--	--	--	--	--

6									
---	--	--	--	--	--	--	--	--	--

7									
---	--	--	--	--	--	--	--	--	--

8									
---	--	--	--	--	--	--	--	--	--

Please enclose a continuation sheet if necessary

6. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained with Date

7. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Passed	Date of Examination and Qualifications Obtained	Age Groups for which Trained

8. PROFESSIONAL COURSES ATTENDED AS A TEACHER Please list relevant courses attended in the past 3 years.

Subject	Organising Body	Date(s)	Duration

9. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

10. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Third referee

Title and Name	
Address and post code	

Telephone number	
Email address	
Job Title	
Relationship to applicant	

THIS PAGE IS INTENTIONALLY BLANK

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.

11. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. DfE reference number	
13. National Insurance Number	
14. Do you have a current full driving licence?	Yes No
15. Did you qualify as a teacher after May 1999?	Yes No If Yes, in which school was induction completed?
16. Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
17. Do you require sponsorship (previously a work permit)?	Yes No If YES please provide details under separate cover.

<p>18. Are you related to or have a close personal relationship with any pupil, employee, or governor?</p>	<p>Yes No</p> <p>If YES give details separately under confidential cover. This will not be opened unless you are called to interview.</p>
<p>19. NQTs ONLY:</p> <p>Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i></p>	<p>Numeracy</p> <p>Literacy</p>
<p>20. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?</p>	<p>Yes No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>

12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

13. DATA PROTECTION ACT 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

14. NOTES

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

15. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

THIS PAGE IS INTENTIONALLY BLANK

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group

Workforce

Census Code

Please tick

White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOOH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOOH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

Religion

Please tick

Disability

Do you consider that you have a disability? *Please tick*

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	

Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Sexual Orientation *Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender *Please tick*

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship *Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
My disability is: <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	