

Shap C of E School



"A Safe Branch from Which to Soar"

LKS2 Teacher Application Pack



Shap C E School

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“A Safe Branch from Which to Soar”

14 November 2025

Dear Applicant,

Thank you for your interest in the post of Part-Time (0.6 FTE) Year 3 and 4 Class Teacher at Shap CE Primary School.

Our school is a thriving, happy village school at the heart of the community, Ofsted (2024) describes us as: a small, friendly and nurturing school ... Pupils strive to live up to the high expectations that the school has for them academically. We currently have 84 children (57 Families) in school, with children drawn from across the local area. The school is situated on the A6, only 5 minutes' drive from Junction 39 of the M6, on the borders of two National Parks - a surprisingly accessible and inspiring landscape in which to live and work.

Our School's Vision *With children and the church at the heart of the school, we are 'living in harmony' within our community; nurturing one another in order to create an environment from which all can soar*, reflects:

- the importance we place on enrichment and working and learning partnerships between school, 'church' and the beyond
- the pride we take on being key members of our community
- the importance we place on nurturing one another, children and staff, and 'living in harmony'
- our inclusive nature, with our end goal of allowing all of our children to 'soar' and fulfil their potential and experience 'life in all its fullness'

We are seeking a motivated teacher who will:

- Share responsibility for our mixed Year 3/4 class (Monday–Wednesday)
- Take on a wider whole-school Subject Leader role (SEND, Science, Computing or MFL preferred)
- Support our nurturing ethos and contribute to our ambitious curriculum

In return, this school offers you the opportunity to:

- Play a key part in supporting our school's caring Christian ethos where everyone is valued and treasured
- Work with our happy, caring and enthusiastic children in a wonderful setting
- Be part of a committed, supportive and hard-working staff team who are determined to achieve the best for our children, ensuring the flourishing of the whole child
- Contribute to the development of our, already *bold, varied, and individualised curriculum* (SIAMS 2022)
- Be governed by an effective team of governors drawn from across our whole community, focused on working to do the best for our school
- Engage with the strong parent/carer involvement in the life of our village school

We would be delighted to show you around our school so that you can 'get a feel for the place', please contact us on 01931 716274 to arrange a convenient time.

Yours Sincerely

Katie Chappell – Headteacher



JOB DESCRIPTION

Post: Year 3 and 4 Class Teacher, part-time (0.6 Monday Tuesday Wednesday), Job Share

Salary: Main Pay Range

Accountable to: The Headteacher, as a member of a professional team; promoting the declared aims and values of the school.

School Context: Our most recent Ofsted report (July 2024) describes Shap CE Primary School as: "a small, friendly and nurturing school ... Pupils strive to live up to the high expectations that the school has for them academically."

The successful applicant will contribute to this ethos and uphold our Christian vision:

With children and the church at the heart of the school, we are 'living in harmony' within our community; nurturing one another in order to create an environment from which all can soar.

Core Purpose: To provide high-quality teaching and learning for pupils in Lower Key Stage 2, catering for a wide range of learning styles and individual needs.

To fulfil all duties as required by the Headteacher and as outlined in the Teachers' Standards.

General duties: Duties should be carried out in accordance with statutory requirements, safeguarding responsibilities, the school's Christian vision and values, and the policies of the Governing Body.

This Job Description is not exhaustive and should be read alongside the Teachers' Pay and Conditions Document.

Classroom Responsibilities:

- Work collaboratively in a job-share to take joint responsibility for the education, progress and welfare of a mixed Year 3/4 class.
- Establish and maintain a positive, nurturing ethos where children feel safe, confident and able to achieve their potential.
- Plan, prepare and deliver engaging learning opportunities that meet the needs of all pupils and set the highest academic expectations, enabling each child to 'soar' from their own starting point.
- Make effective use of PPA time for planning, preparation and assessment, ensuring it has clear impact on teaching and learning.
- Create a purposeful learning environment through high-quality displays, organisation of resources, and use of indoor and outdoor spaces.
- Work collaboratively with the job-share teacher to ensure consistency in routines, expectations, curriculum coverage and assessment.
- Direct, support and work alongside Teaching Assistants and other adults in the classroom.
- Analyse assessment data to identify next steps, raise aspirations, and secure strong progress for all learners.
- Work professionally and effectively with families, other professionals and external agencies to support pupil learning and well-being.

Curriculum Responsibilities (Subject Leadership):

With induction, mentoring and support:

- Lead subject areas across the school, with a preference for: SEND, Science, Computing or MFL.
- Support colleagues by developing clear, purposeful planning and offering advice and guidance.
- Develop and update policy, long-term planning, progression documents and action plans for the subject(s).
- Monitor implementation of your subject(s) through learning walks, pupil voice, planning reviews and book looks, feeding into wider school improvement.
- Maintain, audit and enhance subject resources to support high-quality teaching.
- Prepare, produce, monitor and evaluate curriculum documentation that meets the needs of the school and reflects national expectations.
- Provide relevant CPD/INSET to colleagues where required.
- Promote inclusion, equality and mutual respect in all areas of subject leadership.

General Responsibilities:

- Contribute to shared whole-school duties such as Worship Time and playground duties.
- Support the school in maintaining a safe, tidy and welcoming environment.
- Attend relevant staff meetings, training sessions and briefings, contributing to curriculum development and the effective organisation of the school.
- Share in the corporate responsibility for safeguarding, wellbeing and behaviour of all pupils.
- Contribute to the implementation of the School Development Plan.
- Promote and model the school's Christian values of Friendship, Trust, Peace, Koinonia, Compassion and Creation



Shap Endowed CE (VA) Primary

Person Specification: Year 3 and 4 Class Teacher
(0.6 FTE, Job Share)
Salary Scale: MPR

	ESSENTIAL	DESIRABLE	To be identified by: (Application, Interview, Reference)
QUALIFICATIONS	<p>Qualified Teacher Status</p> <p>Evidence of continuing professional development</p>	<p>Additional qualifications linked to SEND, Science, Computing or MFL</p>	A
EXPERIENCE Recent and successful experience of:	<p>Successful teaching of mixed-age classes</p> <p>Strong Key Stage 2 practice with evidence of good progress</p> <p>Planning to meet varied pupil needs</p> <p>Monitoring, tracking and analysing attainment and progress</p> <p>Effective partnerships with parents/carers</p> <p>Positive contribution to collaborative staff teams</p>	<p>Teaching in a Church of England or other church school</p> <p>Leading or contributing to curriculum development</p> <p>Teaching pupils with SEND, including autism and ADHD</p> <p>Using outdoor and local community environments to enrich learning</p>	A, I, R
KNOWLEDGE Excellent understanding of:	<p>Secure understanding of Year 3/4 curriculum and effective LKS2 practice</p> <p>Strategies to raise achievement for all pupils</p> <p>Approaches to inclusion, differentiation and personalised learning</p> <p>Effective support for SEND, vulnerable pupils and higher attainers</p> <p>Subject knowledge in SEND, Science, Computing or MFL, with willingness to lead</p> <p>Up-to-date safeguarding knowledge</p>	<p>Knowledge of SSP phonics (e.g., ELS) and structured spelling programmes (e.g., Spelling Shed)</p> <p>Mastery approaches in maths (e.g., White Rose)</p> <p>The Ofsted EIF and expectations around curriculum, behaviour and personal development</p> <p>SIAMS (2023) and the role of Christian vision in school culture</p>	A, I, R
PROFESSIONAL SKILLS Ability to:	<p>Work effectively in a job-share with consistent expectations</p> <p>Create a positive, purposeful indoor and outdoor learning environment</p>	<p>Deliver INSET or staff training</p> <p>Work collaboratively with other schools or networks</p>	A, I, R

	<p>Manage behaviour positively and respectfully</p> <p>Motivate, inspire and engage pupils</p> <p>Use assessment and information effectively to improve outcomes</p> <p>Lead a curriculum area (with support where needed)</p> <p>Use IT confidently to support teaching, assessment and subject leadership</p>	<p>Build strong community and church links</p>	
<p>PERSONAL ATTRIBUTES Evidence of:</p>	<p>Positive, reflective and resilient approach</p> <p>Strong organisation and ability to manage workload</p> <p>Excellent teamwork skills; ability to 'Live in Harmony' within the school community</p> <p>Commitment to the school's Christian vision and values</p> <p>Warm, caring and nurturing manner with children and colleagues</p>	<p>Personal commitment to Christian ethos and/or active involvement in parish or community life</p> <p>Willingness to contribute to wider school life, including extracurricular activities</p>	<p>A, I, R</p>

APPOINTMENT PROCESS

Start Date:	06 January 2026, subject to availability, or the earliest possible date thereafter.
Visits around School:	Please phone school on 01931 716274 to make a mutually convenient appointment
Closing date for Applications:	02 December
Interviews:	12 December

The recruitment will be conducted in line with the school's safe recruitment policy which is available on the [school website](#).

We welcome potential candidates to visit us prior to completing their application. Katie Chappell (Headteacher) will gladly give you a tour of the school. Please phone Julie in our office (01931 716274) to make a mutually convenient appointment.

If you wish to apply for this post, you are invited to submit a letter of application (maximum 2 A4 sheets), together with the completed Westmorland and Furness Council application form that can be found [here](#), highlighting your experience directly addressing the criteria in the person specification.

The completed application form and letter of application should be emailed to recruitment@shap.cumbria.sch.uk by 9am on 02 December 2025.

You will be notified with an invite for interview that is scheduled for 12 December tbc.

References, will be taken up for all shortlisted candidates. Shap Endowed CE Primary School is committed to safeguarding and promoting the welfare and well-being of its pupils, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete [a self-disclosure form](#) to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

INTERVIEW PROCESS

The interview panel will include:

- Simon Bullock, Chair of Governors
- Julie Graham, Vice Chair of Governors
- Katie Chappell, Headteacher
- Sophie Heron, LKS2 Teacher

The interview will include:

- An opportunity to meet our School Council
- Time spent working with a group of children
- A short presentation (details provided following invitation to interview)
- A formal interview with the panel

You will receive full details if invited to interview.

