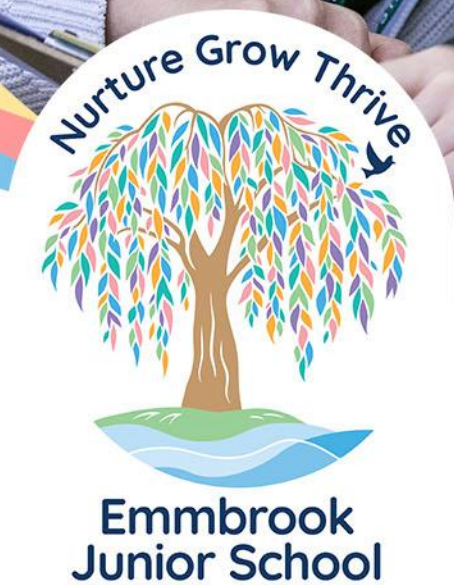




Applicant Information Pack:

Fixed Term Class Teacher

Closing date: Applications reviewed on receipt

Applications can be made via
by completing the [application form](#).

To arrange a visit or return completed forms, contact Claire Freeman:
email: admin@emmbrook-jun.wokingham.sch.uk telephone: 0118 978 4940



An exciting opportunity in a popular, successful school

Main pay scale | Fixed contract (minimum one and a half terms) | Starting September 2026

We are seeking a caring, committed and enthusiastic teacher to join our school community on a fixed term basis for a minimum of one and a half terms. Guided by our ethos of Nurture, Grow, Thrive, we are looking for someone who shares our commitment to supporting every child to feel valued, develop confidence and achieve their full potential.

We offer:

- Happy, enthusiastic children who love to learn.
- Supportive colleagues and leadership team.
- Opportunities for professional development.
- A welcoming school community with strong values and a positive ethos.

We are looking for someone who:

- Is a qualified teacher (QTS) with a passion for primary education.
- Is adaptable, motivated, and committed to achieving the best outcomes for all pupils.
- Has excellent communication and interpersonal skills.
- Enjoys being part of a caring, dynamic, and collaborative team.

Visits to the school are warmly encouraged – we'd love to show you what makes Emmbrook Junior School a special place to work.

To arrange a visit or apply

Claire Freeman - email: admin@emmbrook-jun.wokingham.sch.uk tel. 0118 978 4940

Applications can be made via the [application form](#) on our school website

Closing date: Applications reviewed on receipt | **Interview date:** to be confirmed with applicants

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



Our school

Emmbrook Junior School is a two-form entry school set within attractive and extensive grounds, which it shared with Emmbrook Infants.

We pride ourselves on being a warm and welcoming school where children can learn within an inclusive and nurturing environment.

We aim for every child to be successful, and do this through developing a culture of responsibility, respect and resilience.



Every child in our school is unique, and we want to celebrate each child for who they are and what they can achieve.

We are proud to be part of the Emmbrook community, and work closely with our main feeder school, Emmbrook Infant School, as well as The Emmbrook Secondary School. Our Total Communication Base (run alongside Emmbrook Infant School) is an integral part of our school and we place a strong emphasis on achievement for all and respect for each other's uniqueness.



Our vision

Nurture - Grow - Thrive

Our mission is simple. Emmbrook Junior School is a welcoming family which fosters a warm and nurturing environment where children grow and learn to take responsibility, develop their resilience and become respectful to all, enabling their personal development and academic curiosity to thrive.

Our whole community agrees with this vision and endeavour to ensure that every child feels welcome, has the opportunities to develop as an individual within our community and ultimately be ready to move onto the next stage of their learning journey.



Our values

All of the adults and children at Emmbrook Junior School try their best to demonstrate our three core values inside and outside school.

We teach the children about the qualities they need to have to unlock and live these core values.



RESPECT

We learn to show that we are kind, we help others, use good manners, show empathy and are caring towards each other. We learn to understand others' beliefs and opinions, being tolerant and inclusive of all.

REPRESENTABILITY

We promote honesty, curiosity and pride in our learning in order to ensure that children understand that their decisions and actions determine who they are and will have a direct impact on their individual success.

RESILIENCE

Qualities such as perseverance, learning from mistakes, showing courage and being adaptable means that we develop our resilience in the face of the unknown or uncertain.

Emmbrook Junior School pupils speak with pride as they describe their school.

They are appreciative of being here because they know they are part of something special.

Ofsted, 2022



Job description

Salary

1 MPS

Contract

Fixed contract (minimum one and a half terms)

Reporting to

Headteacher

Start Date

September 2026

Job purpose

As a Class Teacher you will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Teaching and Learning

- Plan and deliver well-structured, engaging lessons that enact the school curriculum as intended, securing coherence, progression and deep understanding.
- Secure strong progress and outcomes for all pupils through high expectations, effective modelling, guided practice and responsive teaching.
- Use assessment accurately and purposefully to identify pupils' starting points, inform planning and adapt teaching in the moment.
- Meet the needs of all learners, including pupils with SEND, through inclusive, evidence-informed strategies that support access without lowering ambition.
- Promote high standards of literacy, numeracy and oracy across the curriculum.
- Prepare pupils appropriately for statutory assessments, ensuring confidence, resilience and readiness.

Behaviour, Relationships and Wellbeing

- Establish and maintain a calm, purposeful and inclusive classroom environment.
- Promote positive behaviour, self-regulation and respectful relationships in line with school policy.
- Support pupils' personal development, confidence and resilience.
- Safeguard and promote the welfare of children, following all safeguarding policies and procedures at all times.

Inclusion and SEND

- Take shared responsibility for the progress and wellbeing of pupils with additional needs.
- Work closely with support staff, SEND leaders and external professionals to implement agreed strategies and provision.
- Contribute to a culture of high aspiration and belonging for all pupils



Wider Contribution and Professional Collaboration

- Make a positive contribution to the wider life and ethos of the school, including enrichment activities and events.
- Work collaboratively with colleagues to develop curriculum coherence and consistency across the phase.
- Lead or contribute to a curriculum subject or whole-school initiative, where appropriate.
- Communicate effectively and professionally with parents and carers, building strong partnerships to support learning.
- Provide cover for colleagues in unforeseen circumstances, in line with school expectations.

Professional Learning

- Use reflection, feedback and evidence of impact to continually refine practice and improve outcomes for pupils.
- Engage fully in the school appraisal process, demonstrating reflective practice and a commitment to continuous improvement.
- Take responsibility for own professional learning and development.
- Contribute to the professional learning and expertise of colleagues and support staff where appropriate.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Personal and Professional Conduct

- Uphold public trust in the profession and maintain high standards of ethics, behaviour and professionalism.
- Demonstrate reliability, integrity and confidentiality at all times.
- Act within statutory frameworks and school policies.
- Maintain high standards of attendance and punctuality.

Safeguarding

The post holder must safeguard and promote the welfare of children and young people and comply fully with school policies, statutory guidance and the staff code of conduct. An enhanced DBS check is required.



Review

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person specification

	Criteria	Essential	Desirable
	Qualifications and experience		
1.	Qualified Teacher Status	✓	
2.	Degree	✓	

Qualifications and experience

	Criteria	Essential	Desirable
	Experience		
3.	Experience of teaching Key Stage 1 or 2 pupils	✓	
4.	Experience of teaching across the primary phase		✓
5.	Experience of teaching pupils on the autistic spectrum		✓
6.	Experience of leading a subject or whole school project		✓

Teaching Skills

	Criteria	Essential	Desirable
7.	Excellent classroom Practitioner with a good understanding of the National Curriculum and a commitment to the highest standards of teaching and learning	✓	
8.	Understanding of the SEN code of practice		✓
9.	Understanding of maths mastery		✓
10.	The ability to create a happy, safe and challenging learning environment for children	✓	



11.	An understanding of how children learn and the ability to plan for effective and high-quality teaching across Key Stage 2	✓	
12.	An understanding of the principles and practices of assessment and planning and how these can be used effectively to maximise pupil progress for all groups of children	✓	
13.	To have experience of working with children with SEND	✓	
14.	The ability to meet all children's needs to ensure every child makes good progress including those with additional or complex needs or disabilities	✓	
15.	To be able to manage behaviour effectively using a range of strategies	✓	
16.	To be able to work as part of a team	✓	
17.	Ability to work with and deploy staff and resources effectively	✓	

Other Key Skills

	Criteria	Essential	Desirable
18.	Excellent oral and written communication skills	✓	
19.	The ability to demonstrate a positive attitude and develop and maintain positive and supportive professional relationships with children, staff, parents and other key stakeholders	✓	
20.	Experience of implementing strategies to raise student attainment with evidence of success	✓	
21.	Confident user of ICT	✓	
22.	Excellent organisational and time management skills and an ability to prioritise effectively	✓	
23.	Ability to set high standards and provide a role model for staff and pupils	✓	

Personal Attributes

	Criteria	Essential	Desirable
24.	An outstanding passion and drive for teaching and learning	✓	
25.	Commitment to equal opportunities	✓	
26.	Boundless enthusiasm, determination and drive to inspire others to achieve high standards	✓	



27.	Commitment to personal and professional development	✓	
28.	Commitment to whole school improvement	✓	
29.	Reliability, honesty and a commitment to maintaining confidentiality	✓	
30.	Excellent organisation and time management skills and an ability to prioritise effectively	✓	
31.	Open minded, self-evaluative and adaptable to changing circumstances and new ideas	✓	
32.	Willingness to be involved in the wider life of the school	✓	
33.	A growth mindset	✓	
34.	A lively, creative and good-humoured approach to all aspects of teaching, management and leadership	✓	





About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



Nurture - Grow - Thrive





The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is: Applications reviewed on receipt. Applications can be made via the application form on our school website.



	Please send your application to Claire Freeman - email: admin@emmbrook-jun.wokingham.sch.uk tel. 0118 978 4940
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	to be agreed with candidate
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email.

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

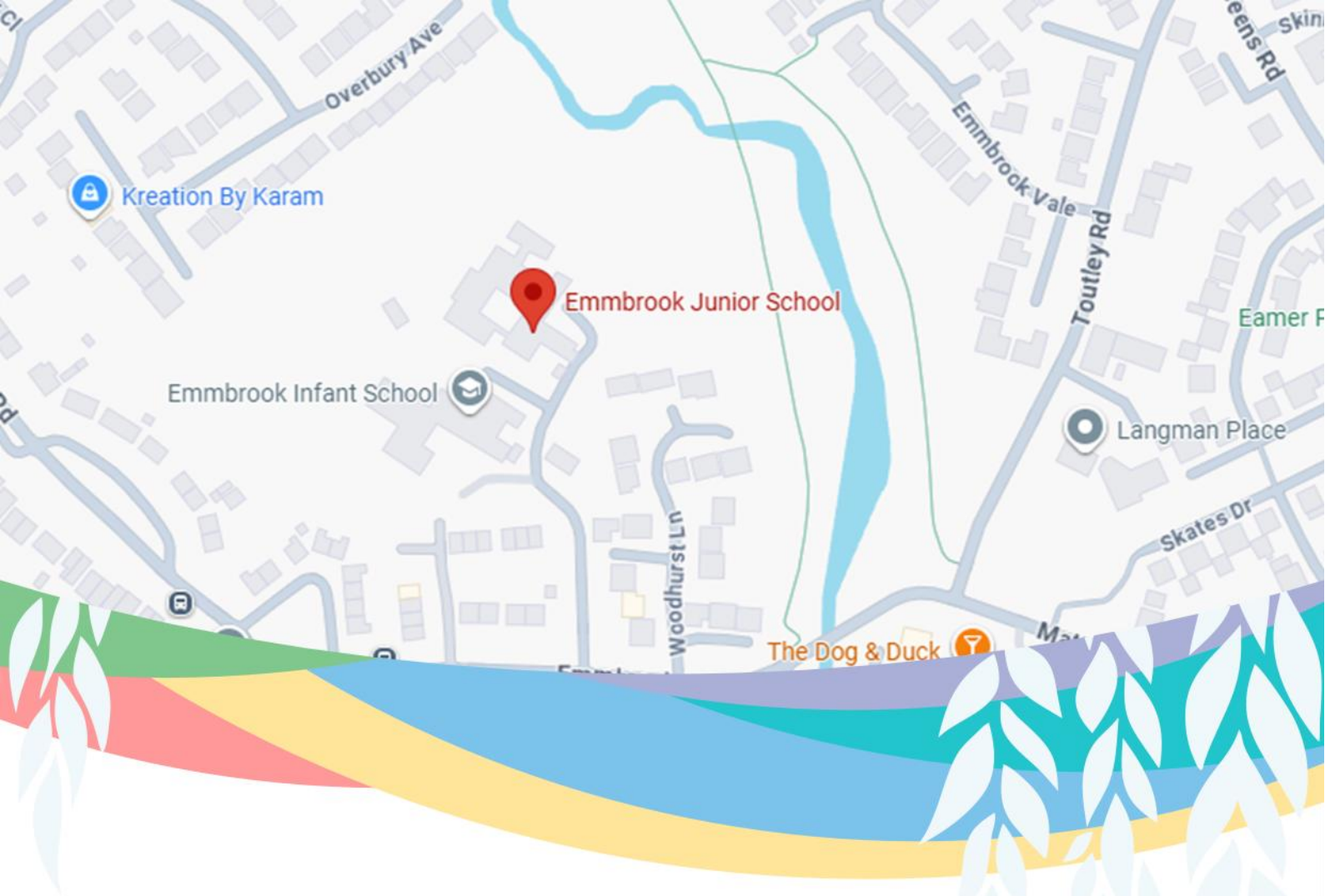
In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.



Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.





Emmbrook Junior School,
Emmbrook Road,
Wokingham,
Berkshire,
RG41 1JR

tel: 0118 978 4940

web: emmbrookjuniorschool.co.uk



Emmbrook Junior School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.