TENAX SCHOOLS TRUST

# Class Teacher

# Bishop Chavasse Primary School

## Candidate Information Pack

Salary: Main Pay Range

Contract: part time 2.5 days a week or full time 5 days a week; fixed term for the school year 26/27

Start Date: 4th January 2027

Applications Close: Friday 27th November at midday

# Welcome

## From Mrs Becks Hood, Headteacher

Dear Applicant,

Thank you for your interest in the post of class teacher at Bishop Chavasse Church of England Primary School. We are a 2FE primary school in south Tonbridge which opened in September 2017 as part of Tenax Schools Trust.

Our Church of England primary school is at the heart of local community. We offer our pupils a carefully designed, broad, creative and inspirational curriculum that enables them to develop the knowledge and skills they need to achieve their full educational and personal potential. Together with the Tenax Schools Trust, we are a school committed to embedding the most effective evidence informed approaches to teaching and learning.

We encourage learners to have fun, partake in adventures and make ever-lasting memories and friendships in an environment where they are challenged and enthused by their learning. For our school, the well-sequenced and structured curriculum is only part of our offer. We provide a wealth of enrichment opportunities for pupils, from trips and music recitals to workshops and residentials, believing that we have a core responsibility to develop the whole person among our learners.

Our work is rooted in our school vision and values of wisdom, compassion and honesty. The successful candidate will be as passionate about making a difference to young peoples' lives as I am. They will be aligned with our vision and values and be committed to delivering them.

We are unapologetic about setting high standards for ourselves and all our learners, and improving outcomes for all, particularly our most vulnerable pupils. We centre ourselves around providing a genuinely transformative education for every child. We recognise that we can only do this by demonstrating compassion towards each other, recognising education requires teachers to be flexible, adaptable and supportive of one another.

Please visit our website to gain further insight into our school. If you share our passion for providing excellence in education, inspiring young people and delivering a transformative education to every child, I would love to hear from you.

We encourage all applicants to visit our school ahead of submitting an application so that we can show you for ourselves how special our school is. Where this is not possible, we are always happy to speak to candidates by telephone or online. Please contact the school office on 01732 676040 or email recruitment@bishopchavasseschool.org.uk to arrange a call or visit.

**Please submit your application by midday on Friday 27th November 2026. Candidates will be invited to interviews in the week beginning Monday 30th November 2026.**

Kind regards,



Mrs Becks Hood, Headteacher

# Vision and values of Bishop Chavasse Church of England primary school



'Fulfilling our potential, achieving excellence together.'

At Bishop Chavasse School (BCS) we are dedicated to ensuring every child's and every adult's potential is fulfilled, so we may achieve excellence together. Our passion is to build inspiring foundations to support the development of the whole person in a safe, happy, Christian family. This is the key to how we live our lives at BCS.

## School vision

At the theological root of Bishop Chavasse Church of England School's Christian vision is the parable of 'The Wise and the Foolish Builder.'

"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." (Matthew 7:25)

As a church school we believe that, like the wise man in the parable, those who are guided by the word of God in the bible and Trust in Him can become *wise, compassionate* and *honest*; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavasse School knows and values every wonderfully and uniquely created child and adult. Guided by our foundation as a Church of England school we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We aim build on and support the development of the whole person in a safe, happy Christian environment.



*One of our prayer gardens at Bishop Chavasse*

We aim to inspire all in our school community to fulfil their potential through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning.

## School core values

Our dedicated, passionate staff, supported by parents, governors and the Tenax Schools Trust are committed to nurturing our community to achieve excellence together in an environment where everyone is wise, trustworthy and compassionate. We hope that pupils will be guided by our vision and supported in life through understanding the power of our values of *wisdom, compassion* and *honesty* as they seek to make a positive difference to the world.

## *Our School - Inspiring Futures from the Very Start*

We are seeking an exceptional class teacher with passion, drive and enthusiasm to join our dedicated team. You are someone who teaches from the heart, with purpose and a firmly rooted belief that every child deserves the very best start in life. We welcome reflective, proactive and ambitious practitioners who are ready and willing to make a real and lasting difference. Our candidate will be committed to securing excellent outcomes for our pupils and so improving their life chances. They will have a passionate desire to make a difference, raise standards for all and close the achievement gap.

You will bring **initiative, vision and commitment**, driving high standards while nurturing a warm, inclusive and stimulating environment where every child can thrive. You will understand that today's children arrive with a wide range of starting points, and you will have a secure, realistic understanding of the evolving challenges faced by teachers. You will use this insight to thoughtfully plan, prepare and deliver an engaging, responsive curriculum that meets every child where they are.

You will place a strong emphasis on developing both **academic and social skills, self-regulation and independence**, recognising these as the foundations for lifelong learning. Through high-quality teaching and purposeful experiences, you will inspire curiosity, confidence and resilience in all children, allowing every child's potential to be realised.

Building **strong, positive relationships** will be at the heart of your work. You will work closely with parents and carers, offering guidance, reassurance and practical support, and fostering a true partnership that places families at the centre of each child's journey.

This role calls for a practitioner who:

- Is passionate about primary education and committed to raising standards
- Believes that the primary years shape everything that follows
- Can teach with initiative, enthusiasm and a solution-focused mindset
- Understands the changing needs and entry levels of young children
- Can design and deliver an engaging, inclusive and ambitious curriculum
- Values oracy, skills in reading, writing and maths, independence and emotional development as key priorities
- Has an understanding of the needs of SEN learners and is able to adapt teaching and learning to a range of needs
- Builds trusting, supportive relationships with children, families and colleagues

Our work is rooted in our school vision and values of *wisdom, compassion* and *honesty*. The successful candidate will be aligned with our vison and values and be committed to delivering them.

If you are driven by the belief that **exceptional education changes lives**, and you are ready to teach our learners with purpose, compassion and ambition, we would love to hear from you.

# About Tenax Schools Trust

## Excellence together; transformative education for every child.

All Tenax schools have their own unique character and ethos, underpinned by our shared Trust vision; to achieve excellence by working together so that all may feel loved and liberated to serve a thriving society.

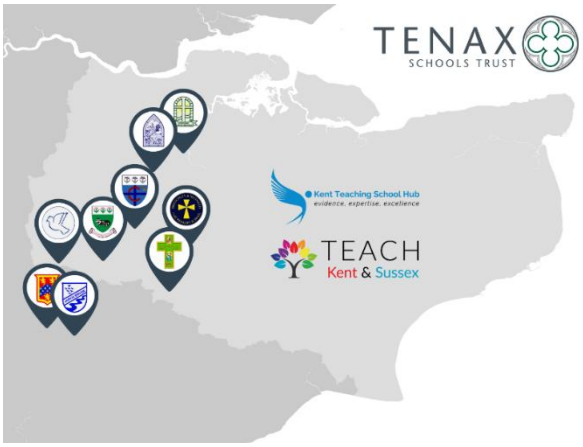
Across our Trust, we work on the simple premise that schools are stronger together. We share a clear vision that places pupils, particularly the most vulnerable, and our staff at the centre of our work. Collaboration is not an add-on for us; it is the way we secure consistent quality and the way we help each other get better.

We believe that our values of courage, compassion and collaboration enable us to focus on the 'how'. How we do what we do, how we interact, how we lead and how we engage. Inspired by our Christian values and beliefs, we believe there is no limit to what can be accomplished for every child.

As a Church of England Trust we are legally and spiritually one body and one family of schools in which all are known, valued and loved. This commits us to providing a transformative education where we work together to ensure every child has the opportunity to excel inside and outside the classroom. We are ambitious for all and work collaboratively to consistently open doors of opportunity.

You can find out more about our Tenax values and vision on our website.

## Our schools and hubs




We are a strong and growing family of seven primary schools, one secondary school, Kent Teaching School Hub and an initial teacher training provider, Teach Kent & Sussex. Our Trust includes Church of England and community schools, who are united by a shared ambition for our pupils. We welcome pupils and families from all backgrounds and from all faiths and none.

The Trust's secondary school, Bennett Memorial Diocesan School, is a Department of Education designated teaching school hub working with more than five hundred schools across Kent and neighbouring areas. This allows us to provide high quality professional development to support teachers and school leaders.

In partnership with Ambition Institute, our teaching school hub provides the Early Career Framework and the full suite of National Professional Qualifications (NPQs), for hundreds of teachers in the region. We also have our own initial teacher training provider, Teach Kent & Sussex, which trains teachers in partnership with primary and secondary schools both within the Trust and beyond.

## How we develop our staff

As a Trust we are passionate about people development. Our staff are our best resource and as a result our ambition for our pupils requires a genuine commitment to professional development. This includes:

- Access to a range of professional networks, including our Leadership and Inclusion Networks;
- Weekly structured professional development and instructional coaching for all teachers;
- Opportunities to lead aspects of work across the Trust; and
- Opportunities to contribute to the work of the hubs, including ITT and NPQ delivery.

## Benefits

Our benefits package includes

- **Pension Scheme**
  Our pension scheme ensures that you can plan for a secure financial future. All employees can be part of either the Teachers' Pension Scheme, or a Local Government Average Salary (LGPS) pension scheme. Benefits include life cover, lower tax, survivor benefits and ill health cover.

- **Flexible working**
  Find balance with our flexible working patterns, strong line management and active commitment to staff voice. Tenax is a Trust where people feel supported to do their best work.

- **Support**
  At Tenax we have a shared commitment to each other as well as the organisation; we are not just a workplace but a community where people work together and support each other.

- **Expanding professional development programme**
  The Trust gives access to exceptional professional development through partnerships with external agencies, and a blend of formal training such as NPQs ECF, bespoke in-house programmes, and instructional coaching for all teachers. Develop your skills and career with personalised instructional coaching and mentoring. Our trust-wide use of Steplab and experienced professionals will support your professional growth and develop career pathways within the Trust structure.

- **Teacher Networks**
  Our professional networks link schools across the Trust through shared themes such as curriculum, leadership and year focused teaching. Spend time away from the classroom to reflect and learn from colleagues working in other schools.

# Bishop Chavasse Primary School Class Teacher Role Description



**Responsible to:** **Headteacher**

**Salary Scale:** **Main Pay Range**

It is important that teachers are fully aware that they uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. At Bishop Chavasse Church of England Primary School we explicitly adhere to core Christian values. Particularly we actively promote the school values of *honesty, compassion* and *wisdom*.

*General duties:*

The education and welfare of a designated class in accordance with the requirements and conditions of the most recent School Teachers' Pay and Conditions Document and the Professional Standards for Teachers; having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, any policies of the governing body. To share in the corporate responsibility for the wellbeing and behaviour of all pupils.

*Specific responsibilities:*

Child Protection, safeguarding and promoting the welfare of our pupils are the responsibility of all staff in this school. In addition, teachers will:

- Be responsible for the leadership and management of designated curriculum area throughout the school;
- Actively contribute to the creation and implementation of the School Plan, informing the SLT of the areas of strength and development for your subject through regularly reviewed action plan and staff meetings.

This job description may be amended at any time after discussion with you to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.

**Job Specification**

You are required to carry out the duties of a school teacher as outlined in the most recent School Teachers' Pay and Conditions Document, issued by the DFE and the Professional Standards for Teachers.

*Teaching and Learning*

The post requires you to teach all areas of the curriculum to pupils to a good or better standard.

- To establish a safe, organised and stimulating environment with displays that foster curiosity, enhanced learning and celebrate pupils' achievements.
- To plan engaging and motivating lessons and achieve progression in pupils' learning through identifying clear objectives, success criteria and next steps. Lesson content will be differentiated to meet the needs of all pupils and ensure active participation which engenders a deep love of learning.
- To promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, have special or additional educational needs (including Gifted or Talented), or a disability, taking into account all vulnerable groups identified by the school.
- To plan, set and assess homework in accordance with the School Homework Policy.
- To actively engage with and promote positive working relationships with all members of staff, enhancing the strong peer support structure which is deeply established within the school community. This will include high levels of engagement with internal (and external) coaching and mentoring programmes.
- To work positively with others to plan and co-ordinate planning and activities in order to ensure transition between year groups is smooth and receiving staff are given all necessary information.
- To make referrals to other staff as appropriate.
- Lessons will be judged to be consistently good or better in line with the school's basic expectations.

*Recording and Assessment*

- To be responsible for the attainment and progress of a class of pupils.
- To make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.
- Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of their own learning.
- To support and guide learners so they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners; to mark work in accordance with the school's Marking Policy and code to facilitate pupil improvement.
- To communicate effectively with parents, other stakeholders and outside agencies when required.

*Leadership and Management*

- All teachers are Leaders and Managers of Learning, both within and without their classroom environment.
- To prepare, develop and review the designated curriculum area policy for which you have responsibility in consultation with the Headteacher and staff.
- Lead staff in the development of schemes of work for designated curriculum area throughout the phase closely related to the requirements of the Early Years Foundation Stage Statutory Framework, National Curriculum and in the development of our 'Curriculum'.

- To secure commitment of staff by acting as a consultant, adviser and in-service organiser, sharing knowledge and ideas as well as showing by personal example how the designated curriculum area can be used to exploit opportunities to develop pupils' personal, spiritual, moral, social and cultural development.
- To keep up to date with research, teaching methods and resources available by liaising with outside agencies, in service courses, visits, personal study, cluster and network meetings; reporting and discussing with other staff.
- To identify areas of strength and create an action plan which identifies areas for improvement, linked with the School Improvement Priorities, and be proactive in its implementation.
- To be involved in target setting and to monitor and report on standards achieved in your subject/phase areas.
- To make recommendations regarding the ordering of resources and to manage the budget delegated to these curriculum areas.
- To provide parental interest and understanding of the teaching of the designated curriculum area across the curriculum by newsletter, website information, notice board/display or parents' workshop.

*Standards and Quality Assurance*

- To support the aims, ethos and policies of the school.
- To work as part of a team to raise standards and progress and ensure that the education we provide is of the highest quality.
- To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Promote fair and consistent discipline in line with the school policy.
- To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.
- To review own teaching and impact on learners' progress, attainment and wellbeing, refining approaches where necessary and being committed to coaching and mentoring support.
- To participate in staff meetings and be a positive role model to others.
- To be punctual and smartly dressed.
- To respect the confidentiality of records and information regarding pupils, parents and other stakeholders.
- To liaise with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.

*Ex-Curricular Responsibilities*

- To take part in the wider life of the school, including extending learning through out of school contexts, the running of a subject specialist club, attending some PTFA events, or by exploiting an area of personal interest. This may be seasonal or for the duration of one term.
- Liaise with colleagues and other stakeholders in a flexible and professional manner

***Curriculum areas and responsibilities***

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration during the course of the year.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.



There is an expectation that all staff will support and maintain whole school achievements and awards.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

# Bishop Chavasse Primary School class teacher: Person Specification



Applications for the above post will be short listed on the basis of the following criteria and should show, with relevant examples where appropriate, how they meet the requirements detailed:

**Essential**

Qualifications:

- Possession of a recognised teaching qualification
- Evidence of ongoing commitment to continued professional development

Teaching and learning:

- Excellent classroom practitioner who can lead by example
- Successful experience of working with pupils with a wide range of abilities.
- Ability to monitor and evaluate the quality of teaching and learning, to ensure high standards.
- Sound understanding of the current Code of Practice for SEND and principles of inclusion.
- Ability to demonstrate knowledge and understanding of current educational issues.

Children:

- Overriding commitment to providing the best education to each individual child in an environment where all are committed to safeguarding the welfare of children.
- Flexible, positive, sensitive and open to the needs of children, their families and the community.

Professional Behaviours:

- Ability to demonstrate a range of outstanding, interpersonal and communication skills with pupils, parents, colleagues and professionals.
- Enthusiastic with a commitment to the school's Christian vision and values
- Ability to work collaboratively with colleagues from other disciplines
- To have competent ICT skills
- Confidence to challenge kindly and hold difficult professional conversations
- Welcome challenge and remain calm under pressure.

Personal Qualities:



- Resilience
- Resourceful
- Empathetic
- Enthusiastic
- Organised

**Desirable**

- Ambition to further career
- Ability to demonstrate significant impact upon school improvement through leadership.

# Guidance Notes for Applicants

## Applications

**Please submit your application by midday on Friday 27th November 2026**

We encourage you to attend a visit of our school before you apply. Any applicants who would appreciate an informal discussion with the Headteacher, Mrs Becks Hood, should email to book a mutually convenient time for a school tour or conversation. Please contact recruitment@bishopchavasseschool.org.uk or telephone 01732 676040.

## Start date

This post is offered to start on 4th January 2027.

## Application Form

The application form is available on our website: www.bishopchavasseschool.org.uk/vacancies.

Completed applications should be returned to: recruitment@bishopchavasseschool.org.uk.

It is vital that the application form is completed in full and, where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

We also ask that you complete our Equalities Monitoring form at https://forms.office.com/e/BXDsCZLry8

Any details provided in that form are not shared with those involved in the shortlisting or selection process and the data is used strictly for statistical and monitoring purposes.

## Supporting Statement

The application form asks for a statement in support of your application. The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of our school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

## Commitment to equality of opportunity

Tenax Schools Trust is committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all in our communities. If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality.

Our aim is that every applicant for a position within our schools/Trust is considered against criteria which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

Where possible, we seek to facilitate flexible working opportunities.

## Accessibility

Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the Trust to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process. Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage.

Please contact recruitment@bishopchavasseschool.org.uk regarding such needs.

## Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

## Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications e.g. SEN qualifications, please bring copies of these certificates to the interview.

## Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

## Childcare Disqualification Regulations 2009 (where applicable)

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf

## Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another government department. (A document showing a temporary NI number would not be satisfactory.)

Candidates who are not a British or Irish citizen can prove their right to work with a share code, or immigration documents. For more information please see https://www.gov.uk/prove-right-to-work.