



# Part-Time Teacher Recruitment Pack

Marus Bridge Primary School



MAXIMISING POTENTIAL



## CONTENTS

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form



# Welcome

---

Dear Applicant,

Thank you for your interest in this part-time position at Marus Bridge Primary School.

We are seeking to appoint an enthusiastic, driven and inspiring teacher to join our team on a 3 day part-time basis from September 2025. This will be a temporary position initially for 12 months, with a view to permanency based on future funding and impact. The post will be based in either KS1 or LKS2.

The following details should help you decide if the job would suit you and give you more information about our wonderful school and The Rowan Learning Trust. Prior to application, you may also wish to visit our website and look at socials.

If your values and ambitions mirror ours and you believe you can make a difference to our pupils, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be confirmed by contacting 01942 248129 or email [jobs@marusbridge.co.uk](mailto:jobs@marusbridge.co.uk).

The dates are as follows:

Thursday 27<sup>th</sup> March @ 4pm

Thursday 3<sup>rd</sup> April @ 4pm

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr R Aldridge  
Headteacher  
Marus Bridge Primary School



# Marus Bridge Primary School

Marus Bridge Primary School is a popular and successful school community. Children make great progress and love their lessons. Our children achieve well due to the dedicated adults offering great teaching and pastoral care. We make learning fun and pupils feel safe and happy.

Our mission is to work with children and their families so that everyone can “Learn, Enjoy and Achieve” at Marus Bridge.

Our curriculum is rich and broad. Mathematics, English and Science are complemented with lots of opportunities for extracurricular activities. We offer an enriching learning environment with great facilities to enable the best outcomes for our pupils and resources for our teachers.

We place huge emphasis on staff development and aim to develop and nurture future leaders of the profession.



# The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension  
(Teachers Pension or Local Government)

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



# Job Description

## CLASS TEACHER

Reports to:	Key Stage Leader
Location:	Marus Bridge Primary School, Kelvin Grove, Wigan, WN3 6SP
Salary:	Classroom Teachers' Pay Scale
Hours:	Part-Time as specified within STPCD

### Overall purpose of post

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team.

### School Ethos

- Work with the Headteacher and colleagues in securing the school's mission statement and aims: Learn, Enjoy, Achieve
- Actively support the school's corporate policies relating to equality and diversity, safeguarding, inclusion and health, safety and well being.
- Promote the school and celebrate its success at every opportunity.

### Curriculum Planning and Provision

- Help develop and maintain a curriculum in line with the National Curriculum and school policy, including Bridge Builders to meet the needs of individual children within your class.
- Provide an inclusive curriculum that meets the needs of all learners.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.

### Teaching and Learning

- Exemplify the Marus Bridge Ten in your classroom practice.
- Produce coherent lesson plans, which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the effective deployment of teaching assistant support in the classroom.
- Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment.
- Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- Set pupil targets, assess progress and maintain records in accordance with school policy.

### Pastoral Care

- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.
- Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- Ensure the Marus Bridge Code of Conduct is implemented following appropriate consultation with pupils and relevant staff.
- Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents.



### Parental Involvement and Partnership Working

- Report appropriately to parents on the needs and progress of their children.
- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- Support the work of our PTA by attending events.
- Uphold the school's well-established links with the local community, WOWS cluster of schools, the LEA and other external agencies.

### Appraisal and Professional Development

- Engage actively with the annual appraisal process, in accordance with the school's policy.
- Take a shared responsibility for your own continuing professional and make a significant contribution to other people's by participating in a range of appropriate professional development opportunities, including paired teaching and demonstration lessons.
- Ensure colleagues receive information and feedback on professional development activities undertaken.



# Person Specification

## Essential

- Qualified Primary Teacher Status
- Relevant degree
- Evidence of recent and relevant professional development
- Good or outstanding on degree, postgraduate certificate or GTP
- Can articulate what great teaching and reflective practice looks like
- Evidence of securing pupils' academic success in your career so far
- Recent and successful teaching experience across the primary age range working with pupils from a range of socio-economic backgrounds and with a variety of learning needs
- Evidence of your contribution to pupils' wellbeing and future learning in your career so far
- Be able to adapt teaching to cater for all learners
- A commitment to on-going professional learning
- Evidence of impact on children's learning
- A commitment to pupil welfare and safe working
- An ability to demonstrate flair and imagination in lesson planning and teaching
- A passion for teaching and learning
- The ability to work collaboratively as part of a team
- The ability to motivate children to learn and succeed
- The ability to use assessment to identify learning needs and design appropriate learning opportunities that lead to success for each child
- Excellent inter-personal skills
- Willingness to contribute to the life and work of the school, including extra-curricular activities
- Demonstrate excellent and constantly developing subject knowledge
- An understanding of the requirements of the National Curriculum 2014
- English and mathematics GCSE at grade C / grade 4 or above

## Desirable

- Relevant qualifications at advanced level
- Experience of working in different year groups
- Willingness to deliver extra-curricular activities

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

**Applications should be returned electronically to [jobs@marusbridge.co.uk](mailto:jobs@marusbridge.co.uk)**

**Closing Date: 12pm Thursday 24th April 2025**

**Shortlisting Date: Friday 25<sup>th</sup> April 2025**

**Interview Date: Friday 2<sup>nd</sup> May 2025**

Visit/tour dates are as follows:

Thursday 27<sup>th</sup> March @ 4pm

Thursday 3<sup>rd</sup> April @ 4pm





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



# MARUS BRIDGE PRIMARY SCHOOL

## JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

*Kelvin Grove,*

*WIGAN, WN3 6SP*

**TELEPHONE:** 01942 248129

**EMAIL:** [jobs@marusbridge.co.uk](mailto:jobs@marusbridge.co.uk)

### 1. POST APPLIED FOR

Post Applied For:			
School:	Marus Bridge Primary School		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		DfE No:	





### 3. CURRENT POST

<b>SCHOOL/SERVICE:</b>			
<b>LOCAL EDUCATION AUTHORITY:</b>			
<b>JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>TLR/ Recruitment and Retention Allowance (please specify as applicable)</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		



## 5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

## 6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

--

## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No



The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments?	Yes/No
---	--------

## 10. Criminal convictions or cautions

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes/No
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below</p>	
<b>Social Media Platform:</b>	<b>Please provide username(s) below:</b>
<ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- Youtube</li> </ul>	

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1	REFEREE 2



<b>TELEPHONE NO:</b>				<b>TELEPHONE NO:</b>			
<b>EMAIL:</b>				<b>EMAIL:</b>			
<b>Reference Type:</b> (Please circle)	Employer	Education	Character	<b>Reference Type:</b> (Please circle)	Employer	Education	Character
<b>Please note that we will contact this referee if you are short listed for this post and seek reference before interview</b>				<b>Please note that we will contact this referee if you are short listed for this post and seek reference before interview</b>			

---

## 12. FURTHER INFORMATION FOR CANDIDATES

- \* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- \* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- \* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

---

## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

