



**Westende**  
Junior School

## Applicant Information Pack: Class Teacher

Applications can be made  
by completing the application form  
and will be considered upon receipt.

To arrange a visit or return completed forms:  
contact: Catherine Churchill – Business Manager  
[finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk) tel. 0118 978 6682



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## An exciting opportunity in a popular, successful school

### **The Circle Trust Main Pay Scale: MPS/UPS | Full-time or Part-time | 1 year Fixed-term contract | Starting 1st September 2025**

Are you a passionate, inspiring teacher looking to join a warm, supportive, high-achieving school with great teaching facilities?

Westende Junior School is a two-form entry, inclusive and family-oriented school with a strong community ethos located within walking distance of the lovely market town centre of Wokingham. Our experienced, dedicated staff aim to provide a nurturing and inspiring learning environment which develops happy, confident children and ignites their passion for learning.

The school provides a lovely working environment with great teaching and learning facilities including recently refurbished classrooms, the latest technology and extensive outside spaces.

Visits to the school are warmly welcome. We would be delighted to welcome you for a cuppa and a chat to gain a real insight into life at Westende.

#### **We offer:**

- A supportive, enthusiastic staff team
- A lively, creative and good-humoured approach to all aspects of teaching, management and leadership
- The professional support and development opportunities afforded by being part of a well-respected, local multi-academy trust – The Circle Trust
- Great working environment, convenient location and on-site parking

#### **As Class Teacher you will:**

- Be a committed and inspiring class teacher
- Have experience in teaching Key Stage 1 or 2 pupils
- Be passionate about engaging children through creativity, challenge and confidence
- Enjoy working as part of a dedicated team who strive to ensure every child achieves their best develops a lifelong love of learning

#### **To arrange a visit or apply**

Catherine Churchill – Business Manager – [finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk) tel. 0118 978 6682

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

**Applications considered upon receipt and interviews arranged accordingly**

*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.*



## Dear Applicant,

It gives me great pleasure to welcome you to Westende Junior School. I am delighted that you are interested in applying to join the teaching team at our happy school.

At Westende, we are all about inspiring children through creativity, challenge and confidence. Our school is recognised as being a warm and welcoming place.



Our experienced, enthusiastic staff strive to ensure that every child achieves their potential and we promote a love of learning that we hope will stay with them long after they have left us. Our aim is to provide a nurturing, inclusive and inspiring learning environment which develops happy, confident children and ignites their passion for learning. This ethos can be seen throughout the school, whether it's in the children's attitude to learning through our Growth Mindset, or through our extensive extra-curricular programme and broad variety of enriching educational trips and visits.

Our staff will always go the extra mile to ensure that every child is valued, inspired and engaged. This is achieved through a creative and forward-thinking curriculum where we aim to inspire children and prepare them for the next stage in their lives. Standards at Westende are above the national average and we are proud of our pupils' achievements.

Westende Junior School is part of The Circle Trust a local, growing community of schools with shared values and an essential common ethos and vision for education and learning. It has developed a robust School Improvement model based on collaboration to support all schools within the trust. For more information, please see the back of this pack.

I hope the information in this pack will help introduce you to Westende, to the type of Class Teacher we are looking for, and whet your appetite to come and visit us.



We are excited about the future of the school and the part that will be played by our teachers. If you think this sounds like an opportunity you would enjoy being part of our team, we look forward to meeting you.



## Our school

Situated in a mature area of Wokingham, just a short walk from the town centre, Westende Junior School was established in the early 1970s. Two schools were formed from the expansion of the then Wescott Primary School. Wescott Infant School, remains in the original listed building site whereas Westende Junior moved to new bespoke buildings within close walking distance.

Very close links with Wescott Infant School remain, with about 50 pupils transferring from KS1 to the Junior School annually (the remaining 10 places being filled from various other settings). Numbers on roll have been very stable over time.

Westende Junior School is a two-form entry school from Year 3 to Year 6 with approximately 240 on role. Academic performance is very strong over time; however, the school has not become complacent and continues to strive for academic success for all pupils year on year. Developing the whole child is a focus and as such, the school places emphasis on The Arts as we believe that learning self-expression and creativity is an integral part of personal success. The school is also known locally for its sporting success. We are lucky to have extensive outdoor facilities including a multi-use games area, an adventure playground, a large field, wildlife garden and an onsite heated swimming pool.



The classrooms have recently been refurbished with new tables and chairs and the latest interactive whiteboards. Children have access to up to date technology in addition to a dedicated library, large hall space and music practice room.

As well as mainstream places, Westende was the first school in Berkshire to run an Autistic Spectrum Disorder (ASD) provision. This provision called The Acorns has been successfully run and part of the "DNA" of Westende for over 20 years. There are currently 9 places in The Acorns. The inclusion of children in the Resource in all aspects of Westende life makes the ethos of the school so special.

### Key Information

<b>Type of School</b>	Academy
<b>Planned Admission Number (PAN)</b>	60
<b>NoR</b>	243
<b>Ofsted: April 2025</b>	Quality of education: Good, Behaviour & attitudes: Outstanding; Personal development: Outstanding, Leadership & management: Good

## Our Vision

Inspiring children through creativity, challenge and confidence



**Through our vision, we aim to enable our pupils to:**

- Love learning new things, feel ready for the future and want to keep on learning
- Know what it feels like to be good at something and have achieved their very best
- Understand just how incredible they are, believe in themselves and have the confidence and resilience to follow their dreams
- Continue to grow healthy and strong and understand how to look after their body and mind
- Believe in a growth mindset, with the resilience to make mistakes and learn from them
- Have known friendship and learned how to get along well with other people
- Feel part of their community, proud of our school and inspired to make a difference

## Our Ethos

To provide a nurturing, inclusive and inspiring learning environment which develops happy, confident children and ignites their passion for learning

## Our Values

RESPECT – HAPPINESS – RESILIENCE





## 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



Nine Mile Ride 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!



## Job description

### Salary

UPS/MPS

### Contract

Full-time or Part-time | 1 year  
Fixed- term contract

### Reporting to

The Headteacher

### Start Date

1st September 2025

## Job purpose

### As 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

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Lead a curriculum subject

### **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

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

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

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications and experience</b>		
1.	Qualified Teacher Status	✓	
2.	Degree	✓	

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
	<b>Experience</b>		
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		✓

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
	<b>Teaching Skills</b>		
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	✓	

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Other Key Skills</b>			
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 local advisors	✓	
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	✓	

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Personal Attributes</b>			
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	✓	



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 look forward to welcoming you.**



## 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 Catherine Churchill [finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk) 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.

### Applications

Applications will be considered upon receipt and interviews arranged accordingly.

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

Please send your application to Catherine Churchill – Business Manager – [finance@westende.wokingham.sch.uk](mailto:finance@westende.wokingham.sch.uk) tel. 0118 978 6682

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	tba
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 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

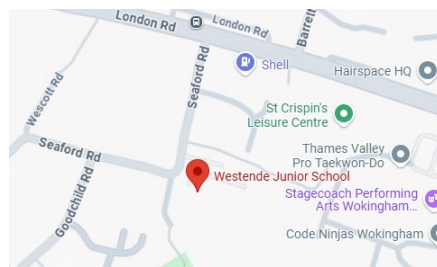
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

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.



**Westende Junior School**  
Seaford Road  
Wokingham  
RG40 2EJ

t: 0118 978 6682

**[westende.wokingham.sch.uk](http://westende.wokingham.sch.uk)**



Westende 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](http://www.thecircletrust.co.uk).