

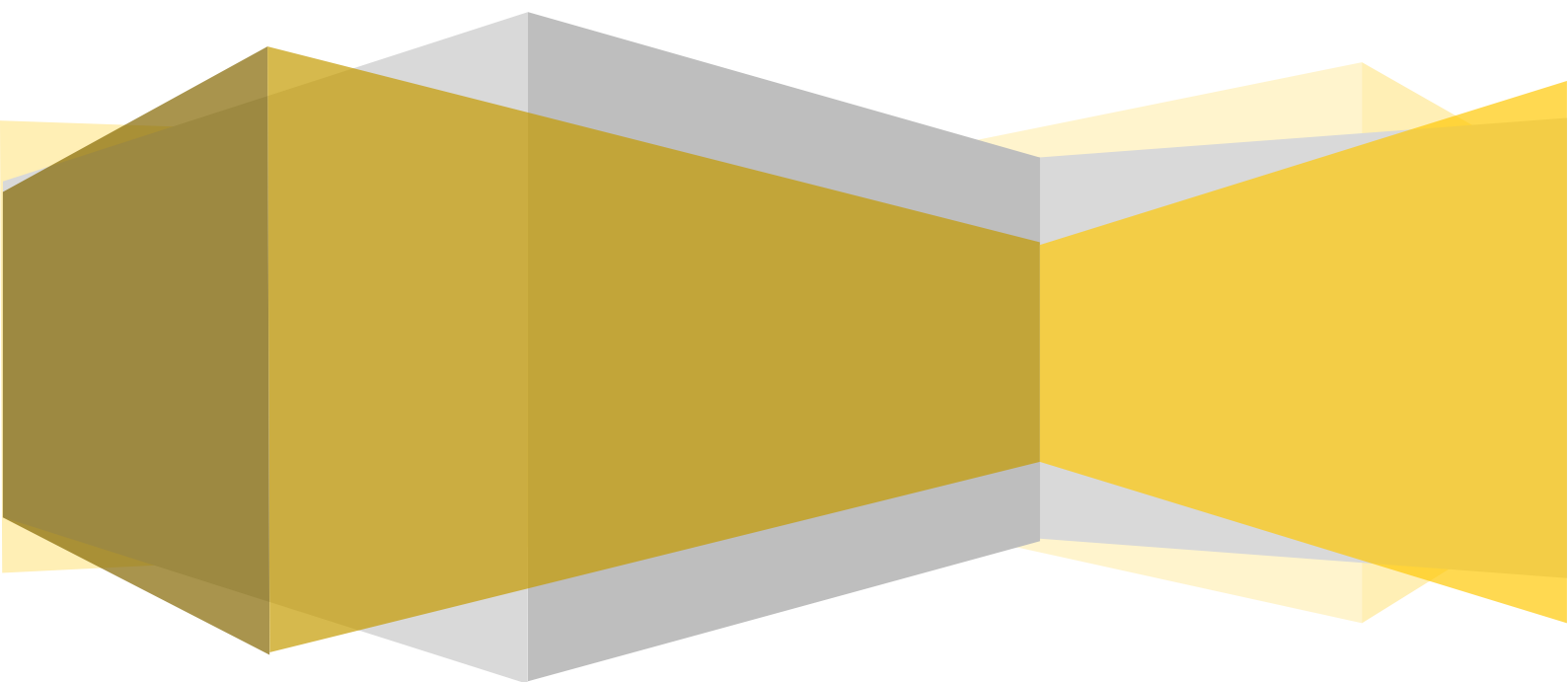
Cudham CE School, Part of the Aquinas Trust

www.cudham.bromley.sch.uk www.aquinastrust.org

Application Pack

Class Teacher 0.9 FTE – Fixed Term/ Maternity Cover

Required Start Date: 4th January 2027



CLASS TEACHER 0.8 FTE – FIXED TERM/MAT COVER

Cudham CE Primary School is seeking an enthusiastic and passionate teacher to join our dedicated and supportive team. Our children are incredible - curious, hardworking and eager to learn. If you are committed, motivated and ready to make a meaningful impact on young lives, we would love to hear from you. We can promise a rewarding role in a welcoming environment, where you will genuinely enjoy coming to work each day.

Our ideal candidate will:

- Be an outstanding teacher who is committed to raising standards with high expectations for all pupils.
- Be an enthusiastic strong teacher.
- Be responsible and accountable to achieve the highest possible standards in work and behaviour.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of the children and young people within the school.
- Work effectively in collaboration and partnership with pupils, parents, AAC members and other staff.
- Have secure knowledge of the national curriculum and statutory assessments.
- Be a team player who has the capacity to work well with other colleagues and involve themselves fully in the life of the Trust/Academy.
- Be an inspirational and enthusiastic teacher, with a sense of humour and the ability to engage all children in their learning.
- Be understanding and supportive of the Trust's Christian ethos.
- Possess effective ICT skills and be open to new uses of technology in the workplace.
- Be committed to continuing professional learning.
- Hold a good honours degree along with qualified teacher status.

In return, we offer:

- A happy community committed to providing the best education for our pupils built upon a strong sense of belonging and mutual respect, giving our children the freedom to flourish and succeed.
- Professional development of all colleagues.
- A distinctive local context ensures we place inclusivity at the heart of all we do.
- A skilled and experienced team of professionals.
- A school in which the pupils flourish in an open, supportive environment and achieve high standards as a result.

OUR SCHOOL

Cudham Church of England Primary School is a small village school nestled in the beautiful Kent countryside.

As a friendly and supportive staff team, we take pride in creating a nurturing environment where every child is valued, encouraged and challenged to reach their full potential. With small class sizes, we provide personalised attention, ensuring our pupils thrive academically, spiritually and morally.

Our Christian values are at the core of everything we do, promoting a sense of community and guiding the development of our students. Our delightful and well-behaved children make for a positive, calm learning atmosphere, where we foster success in all areas of life.

If you are looking for a school where you can make a real difference, and are ready to inspire, challenge and nurture young minds, Cudham CE Primary School is the ideal place for you.

Cudham CE Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Tuesday 13th October – 9am**
We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.

SHORTLISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

Proposed Interview date: **14/15th October 2026**

APPOINTMENT

All candidates will be contacted following interview.

Appointment to commence: **4th January 2027**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

JOB DESCRIPTION

DETAILS

Job Title:	Class Teacher 0.9 FTE
Grade:	Main pay scale
Hours:	Part Time
Contract:	Fixed term (Mat Cover) to start on 4th January 2027 until 31st Aug
Accountable to:	Headteacher

The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and in accordance with the Academy's policies.

The following list of responsibilities and duties are not exhaustive.

PURPOSE OF THE ROLE

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all;
- Be responsible for achieving the highest possible standards in work and behaviour;
- Treat pupils with dignity and respect, nurturing and building relationships, at all times observing proper boundaries appropriate to a teacher's professional position;
- Work effectively in collaboration and partnership with pupils, parents, families, governors, other staff and external agencies in the best interests of all pupils;
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012);
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

DUTIES AND RESPONSIBILITIES

- All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the new Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

TEACHING

- Deliver the curriculum as relevant to the age and ability of the pupils you teach;
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate;
- Be accountable for the attainment, progress and outcomes of pupils you teach;

- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn;
- Have a clear understanding of the needs of all pupils, including those with special educational needs; higher ability; English as an additional language; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English;
- When teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics;
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment with particular expertise in the foundation stage profile;
- Make accurate and productive use of assessment to secure pupils' progress;
- Give pupils regular encouragement and feedback, both orally and through accurate marking;
- Use relevant data to monitor progress, set targets, and plan subsequent provision;
- Encourage home reading and other activities to consolidate and extend the knowledge and understanding pupils have acquired in class.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils, and establish boundaries for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly. Implement the Behaviour Management Policy;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary;
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils;
- Have high expectations of behaviour, promoting self-control and independence of all learners;
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*;
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocols and procedures.

TEAM WORKING AND COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them;
- Contribute to the professional development of associate colleagues;

- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil;
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

FULFIL WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships;
- Take on an aspect of curriculum oversight (to be agreed);
- Deploy associate colleagues effectively as appropriate;
- Communicate effectively with parents and families with regard to pupils' achievements and well-being using school systems and processes as appropriate;
- Communicate and co-operate with relevant external bodies;
- Make a positive contribution to the wider life and ethos of the Trust.

ADMINISTRATION

- Register the attendance of and supervise learners during school sessions;
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

PROFESSIONAL DEVELOPMENT

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues;
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal;
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

OTHER

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher or CEO.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed annually in consultation with the Head Teacher.

PERSON SPECIFICATION

CLASS TEACHER

[a] SCHOOL ETHOS	Essential or Desirable
Ability to be a personal role model of professionalism, having high expectations of self and others	E
Understanding of the need for equality of opportunity	E
Belief in child centred, holistic and life-long learning	E

[b] EDUCATION & QUALIFICATIONS	Essential or Desirable
Qualified Teacher Status	E
Degree or equivalent	E
Evidence of further professional development	E

[c] KNOWLEDGE	Essential or Desirable
Thorough understanding of what constitutes effective teaching and learning	E
Thorough understanding of effective monitoring, evaluation and assessment	E
Understanding of when and how to seek advice and support	E
Thorough knowledge and understanding of effective inclusive practices	E
Knowledge and understanding of the new curriculum	E

[d] EXPERIENCE	Essential or Desirable
Experience of using self-evaluations to develop plans for improvement	E
Well-developed interpersonal skills	E
Ability to communicate effectively orally and in writing to a range of audiences	E
Ability to plan, organise and prioritise	E
Ability to manage good communications systems	E
Competent in the use of ICT in the management and assessment and as a professional tool	E
Evidence of outstanding teaching skills with a passion for learning and the ability to deliver outstanding practice within the school	E
Display excellent classroom teaching with measureable impact on children's learning	E
Use data to shape teaching and learning	E
Successful teaching across KS1 or KS2, and experience in another key stage	D
Ability to analyse, interpret and act on assessment data	D

[e] PERSONAL ATTRIBUTES	Essential or Desirable
Strong interpersonal skills to motivate and challenge	E

Ability to develop and maintain positive relationships with children and adults	E
Commitment to working with parents and families as partners in learning	E
Commitment to further development of strong links with parents, families and community	E
A commitment to Equal Opportunities	E
Willingness to participate in further training and developmental opportunities offered by the school and trust, to further knowledge	E
A commitment to continuing professional development	E
Willingness to be fully involved in the life of the school community	D

Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for teachers unless superseded by statute or revised editions, or by local provisions.

Aquinas is also committed to staff professional development - The Aquinas Flourishing People: Continued Professional Learning and Development (CPLD) cycle involves Self Evaluation, Development Goal Setting and Termly Check-ins. Alongside this, staff have the opportunity to 'Research, Train and have a go'.



Lease An Electric Vehicle



We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



Benefits through Enjoy Benefits



Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years & access thousands of amazing discounts online and on the high street.



BLUE LIGHT CARD™



Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured