



# CLASS TEACHER

**START DATE: JANUARY 2024**



SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

October 2023



Dear Applicant,

Thank you for expressing an interest in the post of Class Teacher at St Nicholas CE Primary School, Child Okeford.

St Nicholas is a small village school set in the heart of rural Dorset, in the village of Child Okeford. This successful school draws on not only children from its immediate catchment but also from the other surrounding villages and towns. St Nicholas is very much part of the local community and has strong links with the Church, parents, governors and a wonderful PTFA who work tirelessly to help support the school to provide those additional experiences for the children.

At St Nicholas we seek to provide an all-inclusive environment where all children achieve their potential by '**exploring possibilities together**' and developing our personal values of **respect, curiosity, community, and friendship**. By ensuring that our teaching and learning curriculum opportunities reflect the needs and interests of all pupils we can ensure that provision is appropriate and will inspire all our pupils.

We work closely with the church in Child Okeford to provide a high-quality education within the context of Christian beliefs and practise. With our values of Friendship, Respect, Curiosity and Community underpinning everything we do.

To help achieve this, it is vital that we work in partnership with our parents, church and the wider community and we are very proud of the relationships we have built up over the years.

We are excited to be part of the Sherborne Area Schools' Trust (SAST). There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. The trust believes in preserving schools in their local community. This means that there will be considerable local expertise to support the school and staff with the chance to contribute to wider developments. At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

There is further information about the school on our website [www.childokeford.dorset.sch.uk](http://www.childokeford.dorset.sch.uk) and the trust at [www.sast.org.uk](http://www.sast.org.uk)

You are very welcome to visit us in advance of an application or please contact the school office for any further information.

We look forward to reading your application and we will contact all applicants following shortlisting.

On behalf of the staff, children, and governors we look forward to meeting you.

Yours Sincerely,

**Jill Watson**  
**Headteacher**

# THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Friday 13<sup>th</sup> October 2023**

If chosen for interviews these will take place **during week commencing 16<sup>th</sup> October 2023**

**Salary:** Teachers' Pay Scales (up to UPS2)

**Contract Type:** Permanent, 0.4 contract

We are looking to appoint an exceptional Teacher with energy and enthusiasm and a love of teaching to join our team. This post is on a permanent, part-time basis teaching in a KS1 class on a Thursday and Friday. This is a wonderful opportunity to join a school within a Trust with great potential, some real strengths and the ability and desire to develop further.

## **We are looking for an outstanding individual who**

- Has a passion for education and making a difference to children's lives
- Is passionate about providing a caring, nurturing environment, sympathetic to our Christian values
- Is or has the potential to be an excellent classroom practitioner.
- Has an interest in the curriculum including keen to lead subject area(s).
- Is able to inspire and motivate our learners.
- Has high expectations and a drive to enable pupils to be the best that they can be.
- Is able to promote high standards of behaviour.
- Has the desire to grow, learn and lead.
- Has a positive and optimistic approach; are proactive and confident
- Uses resources, intellect, creativity, and innovation to be successful
- Be committed to partnership, collaboration and sharing

## **We can provide you:**

- A wonderful location and school to begin or develop your education career
- Values and experience of high-quality education
- The chance to make a difference and contribute to the school's further improvement
- Support, training, and leadership development
- The opportunity to work within SAST, a forward-thinking and growing multi-academy trust
- The expertise available from a national Teaching School

Our values and ethos focus on developing a love of learning, high achievement both personally and academically which comes from the tremendous work of all our staff and the great achievements of our children.

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Applications should be sent by email to: [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk)

Should you wish to arrange a visit to view the school, please do not hesitate to contact Jenny Hanson, School Administrator at [office@childokeford.dorset.sch.uk](mailto:office@childokeford.dorset.sch.uk) or on 01258 860581



*SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

*Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*Sherborne Area Schools' Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.*

*This role is UK- based and your right to work will need to be established as part of the appointment process.*

*(Internal ID Number: RAF257)*



# JOB DESCRIPTION

**Post:** Class Teacher  
**Scale:** Teachers' Pay Scales (up to UPS2)



## Main Job Purpose:

- To manage all aspects of teaching a class.
- To deal with all the pastoral administrative duties in respect of pupils in the class as well as responsibilities in the school as detailed below:
  - To teach general subjects and to participate in the development of schemes of work, materials and syllabuses.
  - To control and oversee the use and storage of books, stationary and other teaching materials ensuring that any health and safety regulations are observed.
- To carry out the duties of a class teacher in accordance with the school's policies, in respect of pupils to include:
  - The maintenance of discipline and acceptable standards of conduct and appearance of pupils;
  - The establishment of rapport with pupils to develop their social and academic potential;
  - The marking of registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not;
  - The compilation of reports, profiles and references on pupils as directed;
  - The setting and marking of homework for pupils where appropriate;
  - Escorting the class to and playing a part in assemblies subject to the right of teachers to decline to participate in the act of collective worship on the grounds of their religious convictions.
  - To participate, as directed, in meetings with colleagues and parents in respect of the duties of the post.
  - To attend staff meetings as directed.
  - To participate, as directed, in INSET in order to keep abreast of trends and developments in education especially those relevant to the duties and responsibilities of the post.

## Key contacts and relationships

- Is responsible to the Headteacher for his/her teaching duties and responsibilities, and if relevant, responsible for the supervision of the work of a teaching assistant;
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

## Notes:

- The duties and responsibilities of the post are subject to those detailed in the STPC and will be undertaken within directed time as detailed in the school's directed time statement.
- This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.
- The key responsibilities and duties set out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

**PLEASE NOTE that this is for guidance only.** Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.



## Other duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sherborne Area Schools' Trust.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.

## Safeguarding Responsibilities for this post

Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have some contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020



# SHERBORNE AREA SCHOOLS' TRUST (SAST)

## INFORMATION



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,0700 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

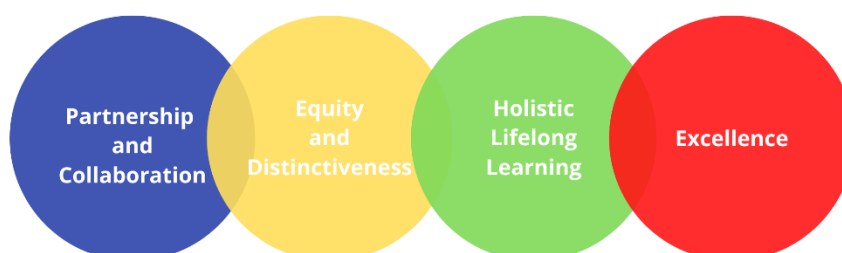
### **Our Schools:**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

### **What we value – our ethos:**



#### **Partnership and Collaboration**

Our schools support each other, by sharing expertise and resources, to ensure improvement.

#### **Excellence**

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

#### **Holistic Lifelong Learning**

We promote the personal development of every child and a love of lifelong learning for our students and staff.

## Equity and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

## Organisation - How we work:

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

## Partnerships:

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

## SAST Benefits:

As part of the Sherborne Area Schools Trust, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

