

# CLASS TEACHER

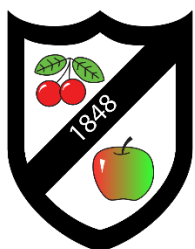
MATERNITY COVER

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## VACANCY

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**Borden**  
Church of England Primary School

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## Dear Applicant

Thank you for expressing an interest in joining us at Borden Church of England Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We are a small school of 140 pupils with a cohort intake of just 20. In Year 2 and Year 5, our children are split between two classes. We make the decision on which class the children will join based on our expert knowledge of each individual - academically, socially and emotionally. Our teachers are skilled and experienced in planning for mixed age range classes and work closely to plan programmes within their phase that meet the needs of each child as an individual. Our small size and small cohorts ensure that our staff know every single child extremely well. We know their interests, their likes and dislikes, their strengths and areas for development. Every child in our school knows that they are valued in our school family and that they are loved. For their first year at school, being in the small cohort size helps our children manage the transition to primary school with ease and provides them with space to learn and grow. In such a small class, they receive a great deal of teacher time all year, but particularly during those first few weeks to help them settle to the new routines of school. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Borden CE Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.borden.kent.sch.uk](http://www.borden.kent.sch.uk) or contact the office: [office@borden.kent.sch.uk](mailto:office@borden.kent.sch.uk) (t: 01705 472593).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Miss Georgie Ingram  
Headteacher



# Advert

Job Title: Class Teacher

Grade: MPS

Full time (1.0 FTE) - Maternity cover 1 year

Start date: Term 5 - 22 April 2025

This is a fabulous opportunity for a dedicated and organised current teacher to join the school team at Borden Church of England Primary School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic Teacher to join the school's successful and supportive team. We encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role. Please note this is a fixed term maternity cover contract and Part time hours will be considered for the right candidate.

Borden CE Primary is one of ten schools within Our Community Multi Academy Trust. We are a primary school of 127 pupils on our roll.

Our Community Multi Academy Trust believe that our people are our biggest asset.

## We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development.
- Pupils who have a love of learning.
- A supportive staff team determined to give our students the best possible outcomes.
- A supportive and committed governing body.
- Work within an established Trust who fully believe in the professional development of their staff.
- Wellbeing and a structured mentoring programme for all staff.

The successful candidate will:

- Have excellent organisational skills
- Communicate well and be confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications are to be made via Kent Teach.

We encourage you to come and visit the school first. For further information about the role, and to book a visit please contact Josie Boland, via telephone on 01795 472593, or [office@borden.kent.sch.uk](mailto:office@borden.kent.sch.uk).

# Job Description

## JOB PURPOSE AND RESPONSIBILITIES:

The education and welfare of a designated class of pupils in accordance with the requirements of the Teachers Pay and Conditions Document, having due regard to the aims, values and ethos of the school, its aims and objectives in relation to the delivery of the National Curriculum and associated assessment and record keeping, and any policies of the Diocese, LA and Governing Body.

### Purpose of the Job:

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils. To have an understanding of and adhere to the School Vision and Christian Values.

## KEY DUTIES AND RESPONSIBILITIES

### Professional duties / responsibilities

- To inspire pupils, promoting a positive, stimulating approach to learning
- To lead by example, providing a good professional model as a classroom practitioner
- To communicate high expectations and ambition to children in their work and attitude
- To maintain good order and discipline amongst pupils, in accordance with the school's behaviour and anti-bullying policy
- To plan, prepare and implement an appropriate programme of work for the children which:
  - takes account of individual needs through scaffolding and encourages children to be confident, independent, lifelong learners
  - promotes their social, moral, spiritual and cultural development
  - fulfils the National Curriculum
  - is in line with school policies
- To assess and evaluate children's work so that it informs future planning and makes their next steps in learning clear
- To contribute positively to a whole school ethos of improvement and challenge
- To set annual targets for pupils in maths, reading and writing and to track their progress towards them, participating in termly pupil progress meetings and addressing areas for development
- To ensure that all the children within the class have equal access to the experiences and opportunities provided
- To have pastoral care of the teaching group, within the school ethos, by:
  - being a good role model for the children in all personal qualities
  - fostering the positive self-image of each child through praise and encouragement
  - respecting each child and ensuring that the children know they are valued

- To take an active part in meetings/working groups relevant to the age range that you are teaching
- To keep parents of the children within a group or class informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when required
- To take every reasonable step to ensure the safety of the children, especially in activities such as PE, educational visits and practical activities and to report any health and safety issues or concern to the Headteacher or the Health and Safety representative
- To alert the Child Protection Coordinator to any cause for concern and use the expertise of senior and other colleagues for professional advice and support
- To continue personal and professional development and provide feedback to colleagues
- To actively promote and implement whole school policies and to support initiatives decided by the Head of School and staff

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification

## Teacher

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Experience	<ul style="list-style-type: none"> <li>• To have experience/interest in Key Stage 1/2 and the continuity and progression of the curriculum throughout the primary phase.</li> <li>• To have knowledge of and belief in inclusive practice providing maximum opportunity for all pupils to make good progress.</li> <li>• To have experience of working effectively as part of a team.</li> </ul>
Education and training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• A commitment to continuing professional development.</li> <li>• Recent experience of using ICT to support learning.</li> </ul>
Aptitudes	<p>To have the ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with adults and children.</li> <li>• Teach a broad and balanced, differentiated curriculum that meets the needs of all children.</li> <li>• Use a wide range of resources in order to plan an innovative curriculum.</li> <li>• Potential to lead the development of a curriculum area throughout the school.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• To be passionate about learning and teaching.</li> <li>• To be open to new initiatives.</li> <li>• To enjoy working with primary age children to enable them to develop independence and experience success at their own level.</li> <li>• To have interesting and creative ideas for child initiated activities</li> <li>• To have a commitment to raising standards.</li> <li>• To have high expectations of behaviour and achievement.</li> <li>• To maintain a calm and positive attitude when working under pressure.</li> <li>• To be approachable.</li> <li>• To be flexible in order to adapt to unexpected changes.</li> <li>• To maintain confidentiality at all times.</li> <li>• To be supportive of the aims of the school.</li> <li>• To demonstrate a positive, professional manner.</li> <li>• To adopt a sensible and appropriate work/life balance.</li> </ul>



# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

### **The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

### **The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

## The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trustr@ocmat.org.uk](mailto:trustr@ocmat.org.uk) for a paper application form.

## The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
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