



Cedarwood Primary School

Headteacher: Mrs T Shute

April 2026

Dear Applicant

Class Teacher (Maternity Cover)

Thank you for your interest in the maternity cover teaching vacancy at Cedarwood Primary School. We are currently seeking an excellent, highly motivated, creative and enthusiastic primary school teacher to join our team on a maternity cover basis from September 2026, for a period of up to three terms. The role offers a range of working patterns, from part-time to full-time, and may be based in either Key Stage 1 or Key Stage 2 depending on experience and school need. Please include your preferred working hours, availability period, and Key Stage in your application.

At Cedarwood, our aims of 'Excellence and Enjoyment for All' extend to all aspects of the school and we are committed to supporting pupils and staff to achieve their very best. The successful candidate will be passionate about delivering high-quality teaching and learning, creating an engaging classroom environment, and contributing positively to school life. Our school is a warm and happy place to work and learn, and we are delighted to be able to welcome a new teacher to join our team.

If you are experienced in supporting pupils to achieve outstanding outcomes, and would like to join us, please refer to the job vacancies section of the school website for further information including the job description and application form. The website also contains further information about our school, including key school policies such as safer recruitment and child protection and safeguarding and can be accessed here: <https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood>

Completed application forms should be returned to applications@cedarwoodprimary.org.uk by 12.00pm on Friday 15th May 2026. Please note that the closing date may be brought forward if sufficient applications are received, so early applications are encouraged. Please also note that incomplete application forms may be returned for completion or may not be considered.

Visits to the school are welcome on Thursday 14th May at 2.00pm or 4.00pm, please email applications@cedarwoodprimary.org.uk with your preferred time if you would like to arrange a visit.

Cedarwood Primary School implements a rigorous child protection and safeguarding policy and the staff and governors are committed to safeguarding and promoting the welfare of children. We operate a safer recruitment procedure which includes safeguarding checks in line with the latest Keeping Children Safe in Education guidance. It is an offence to apply for the role if you are barred from engaging in activity relevant to children. Please note that all posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Please see the declaration section of the application form for further details, including details of exceptions.

We will require you to give at least two referees, covering the last 5 years of employment. References will be requested before interview and your referees will be asked to comment on your suitability to work with children.

Only those candidates who fulfil the job criteria will be short-listed. If selected for interview, this will be conducted by a panel of 3 people and will contain a 'personal' section where suitability for working

with children will be explored. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service. We are an equal opportunities employer.

If you have any queries or would like to arrange a visit to the school, please do not hesitate to contact us by email to applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards

Tina Shute

Headteacher