



**St. Andrew's CE Primary School**  
**Fontmell Magna, Dorset**

# **KS 1 Class Teacher**

Full time, Permanent post

September start

**Recruitment Pack**

May 2022



Dear Applicant

Thank you for your interest in joining our school. St. Andrew's CE VA Primary School is a rapidly improving and innovative school. We are tucked away in the heart of a beautiful village in the Dorset countryside, embroidered with history and a beautiful place to be! Our school is very much part of the local community - we have strong links with the Church; we have wonderful support from the Governing Body, parents, a band of volunteers from the community and our PTA. We are committed to achieving excellence in education and aim to inspire children's imaginations through a range of engaging and challenging learning experiences within a Christian environment.

At St. Andrew's we truly believe in educating the whole child and giving the children as many opportunities and learning experiences as we possibly can in all subjects, whether they are creative, practical or sports as well as academic, so that we can equip them for life in our modern world.

We regularly involve the school in reviews from our learning partners and our children always tell us that they love school and felt they are well-supported and cared for and compare their experiences here to being part of a very happy family.

At St. Andrew's we fully believe in the words from Mark 9:23 where he says, "All things are possible to one who believes". We fully believe and aim to inspire our children with this in mind so that they can THRIVE, LEARN and SHINE. You might like to investigate what that means and how you might be able to support this. All of our work is aimed at developing outstanding teaching and learning, excellent behaviour and a warm, safe and friendly Christian ethos where every individual is valued. We work together to ensure our pupils are happy, secure and successful. We also truly believe that children's education is very much a two-way partnership between home and school. We aim for them to ultimately leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the greater community.

There are currently 83 children on roll in our school. We have mixed-age classes in Year 1/2, Year 3/4 and Year 5/6. Reception class sit alone!

We have a teacher in each class as well as Learning Support Mentors (LSMs) and other support staff working in each year group. Support staff can be deployed differently, depending on need. We have support staff, who work in the front office who provide a support service for teachers and LSMs. We also have a loyal mid-day meal team and a wonderful set of governors too.

As you can see, the school has both a Headteacher and an Executive Headteacher. This is a demonstration of the support the school receives from our Trust – Sherborne Area Schools' Trust (SAST). The school works closely with Shaftesbury CE Primary School and this relationship is growing and deepening.

Our school hall is a fantastic resource, which is used as an extra classroom and dining room as well as for physical activities and Collective Worship and assemblies.

We have a very well-resourced Early Years Area with a covered, outdoor learning space in a separate area of the school grounds which enhances our lovely outside space and facilities. We have a large garden and some amazing outside play equipment chosen by the children and funded by PTA.

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.

We are looking for someone with high expectations and a love of learning, who is able to inspire and laugh and enjoy the challenges of this role. You need to be a team player, who will go the extra mile to support children in our ever-changing world.

You are very welcome to visit us! Please contact the office and make an appointment – [office@standrewsfontmell.co.uk](mailto:office@standrewsfontmell.co.uk)

On behalf of the staff, children and governors we look forward to hearing from you.  
Very best wishes,

*D.J. Brown*

**Debbie Brown**  
**Headteacher**



**Paul Lavis**  
**Executive Headteacher**

## THE APPLICATION PROCESS

We look forward to receiving your application by **09:00am on 23 May 2022**. If chosen for the shortlist, the interviews will be conducted on **26 May 2022**.

You are asked to provide the following:

- Online application available on TES, Dorset Council jobs page, Gov.uk

OR

- A SAST Teaching Application form available here [Current Vacancies - SAST - Sherborne Area Schools' Trust](#) emailed to [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk)

Completed applications should be returned either by post, marked 'Confidential' to: HR Admin Team, Shaftesbury School, Salisbury Road, Shaftesbury, SP7 8ER or preferably by email to: [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk)

We aim to conduct the interviews in person at St Andrew's CE Primary School. Should you be successful at the shortlisting stage, we will be in touch to make the necessary arrangements.

Should you wish to arrange a visit to view the school, please do not hesitate to contact the school office team at [office@standrewsfonmell.co.uk](mailto:office@standrewsfonmell.co.uk)

*St. Andrew's CE Primary School is part of the Sherborne Area Schools' Trust. It has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.*

*The Sherborne Area Schools' Trust is committed to equal opportunities and positively encourages applications from all sections of the community.*

*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.*

## Job Description

**Post:** Class Teacher  
**Scale:** Teachers Pay Scales  
**Contract:** Permanent / Full Time

### 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.

### Relationships:

The post holder:

- 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.

# Teacher Person Specification

## Inter-personal attributes

- Able to build relationships quickly, with humility and empathy, whilst showing respect to others - students, parents, and colleagues - to get the best out of them
- Positive, optimistic, caring, kind and approachable
- Willing to be immersed in the life of a busy and successful school

## Communication and Interaction

- Communicate clearly and accurately both orally and in writing
- Able to listen and respond appropriately
- Flexible to adapt your style in different situations
- Strong and confident ICT skills for teaching and management
- Contribute as a great team player

## Planning and Organising

- Manage daily responsibilities and priorities
- Work efficiently and effectively to meet deadlines and deliver successfully
- Design, produce and share high quality learning schemes and resources

## Knowledge

- Good honours degree and/or relevant high-level expertise
- A real interest in educational issues, approaches, and alternatives from around the world
- Strongly support the ethos and culture of the school

## Leadership Skills

- Proactive and confident, yet humble and considered
- You can inspire and motivate others
- Make informed decisions on a daily basis
- Ensure high professional standards including student progress of all groups of students

## Problem Solving

- Enjoy facing new challenges
- Find, propose, and lead solutions
- Use resources, intellect, creativity, and innovation to be successful

## Resilience

- Hungry for a challenge
- Have patience and endless energy to persevere through the challenging moments
- Tenacious and versatile
- Maintain a positive mind-set

## Self-evaluation

- You are aware of strengths and weaknesses
- Strong desire to learn from others so that you can be even better
- Able to share and support others

We are interested in all these attributes for colleagues joining the SAST family but appreciate that some will be areas that you have a desire to develop and grow with our support once you are here. A sense of realism and humour are really important.

## Sherborne Area Schools' Trust (SAST) Information

SAST is a multi-academy trust, formed in June 2017, of seven schools serving the West and North Dorset area as well as students from South Somerset. Currently, there are 17 schools with more than 5,000 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 4 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-academy 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. The Gryphon School was designated as a National Teaching School and National Support School in the summer of 2017 and leads the North Dorset Teaching School Alliance.

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 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.

#### **Pursuit of 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.

#### **Equality 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.



# The Advert



**Post:** KS 1 Class Teacher  
**Location:** Shaftesbury Primary School  
**Scale:** Teachers Pay Scales  
**Contract:** Permanent / Full Time  
**Closing Date:** 9.00am Monday 23 May 2022  
**Interview Date:** Thursday, 26 May 2022  
**Start Date:** 1 September 2022

We are looking to appoint an exceptional KS 1 Teacher with energy and enthusiasm and a love of teaching who will teach classes and groups of wonderful children across the school. 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.

Safeguarding responsibilities associated with this role will include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may 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) 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.