



The Vine

Inter-Church Primary School, Cambourne

Information Pack for
Part Time Class Teacher
either 0.4 or 0.6 depending on candidate

Fixed Term Contract – until August 2026

Start date: September 2025
Closing date: 9am Wednesday 30th April 2025
Interview: Tuesday 6th May 2025 (time TBC)



May 2025

Dear Applicant,

Thank you for expressing interest in the post of **Part Time Class Teacher** (fixed term) at The Vine Inter-Church Primary School in Cambourne. The enclosed information has been put together to help you find out more about our school and the community of Cambourne.

The school opened in September 2005 with 88 pupils and 12 staff and we have grown rapidly over the past 20 years reaching our current school population of 415 and over 70 staff. In September 2012 we opened our Pre-School, and we also run a flourishing Breakfast and After-School Club. The period of growth has been exciting and challenging, but we are now enjoying greater stability and the opportunity to focus more intently on developing our learning community. We appreciate the engagement of our pupils, support of parents/carers, camaraderie of colleagues, involvement of governors and the good wishes of our community. At The Vine, staff and pupils enjoy learning together; an enthusiasm for life and a curiosity about the world is evident throughout the school.

At our school we believe in developing pupils and staff to be courageous advocates. Empowered to change the world in a positive way; we encourage charity work as well as the skills needed to campaign for change. As an International School we have links across the globe and expect staff to embrace this fully (we have offered international placements for staff to develop their skills).

The Vine is fully committed to eliminating discrimination and actively promotes equality of opportunity through our service delivery, policy development and employment practices. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any prohibition orders which have been made against them.

We are a team-teaching school with all pupils within a year group being taught by both teachers over the course of a week. We are experienced in welcoming and supporting early career teachers who benefit from the support of their team as well as our ECT mentors. The appointment is subject to the receipt of positive references, an enhanced DBS check and a clear medical questionnaire.

If you have any further questions, then please do not hesitate to contact us.

Closing date for applications: 9am Tuesday 20th May 2025

We look forward to hearing from you.

Mr Pete Hynes
Headteacher

The Vine Inter-Church Primary School is committed to safeguarding and promoting the welfare of children, the prevention of discrimination and the promotion of equality of opportunity for all and expects all staff and volunteers to share these commitments. All successful candidates are subject to an enhanced DBS, the receipt of two satisfactory references and a health check.

Job Description: Teacher

Teachers will carry out their professional duties in accordance with the contract of employment. They will be responsible to the Headteacher and the Governing Body of the school. Responsibility for specific tasks will be negotiated after appointment, taking into consideration the particular strengths and experience of the successful candidate.

In accordance with the school's policies and under the direction of the Headteacher:

Safeguarding

- To adhere to all policies and procedures related to safeguarding and child protection (available from the school website www.thevine.cambs.sch.uk).
- Report anything you see or hear connected to safeguarding and child protection in accordance to the schools Whistleblowing Policy.

Teaching:

- To plan and prepare schemes of work and complete planning documentation.
- To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.
- To make records of and reports on the personal and social needs of pupils;

Assessment Recording and Reporting:

- To assess, record and report on the development, progress and attainment of the pupils in your class.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Church School Ethos

- To share a commitment to foster and develop the school 's Christian ethos
- To be part of an effective partnership with the local ecumenical church, Churches Together in Cambourne.
- To be part of the team ensuring excellence of provision in Christian Collective Worship and inclusive Religious Education.

Public Examinations

- To participate in arrangements for preparing pupils for public examinations, and assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' preparation for and supervision during such examinations

Appraisal:

- To participate in arrangements for the appraisal of your own performance and that of other teachers.

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Further Training and Professional Development:

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a Teacher.
- To undertake relevant training concerning safeguarding and child protection and to update as instructed.

Curriculum Development:

- To advise and co-operate with the Headteacher and other Teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
- To take responsibility for specific National Curriculum subject(s) working within a Curriculum Team.

Discipline, health and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.
- To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above;

Management and Administration:

- To co-ordinate, supervise and manage the work of other staff providing support in your class;
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To order and monitor use of resources.

Cover:

- To supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

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PERSON SPECIFICATION

1. Applicants will be qualified teachers or have considerable teaching experience.
2. The successful applicants will uphold the Christian values of the school.
3. Applicants should be able to provide evidence of:
 - The promotion of educational excellence for all
 - Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
 - High personal standards of expertise within the classroom
 - A commitment to safeguarding and promoting the welfare of children
 - An interest in developing an area of the curriculum across the whole school
 - A sound knowledge of current educational philosophy and practice
 - A commitment to Continuing Professional Development
 - The ability and commitment to foster the Christian ethos of the church school
4. The successful applicant will be able to demonstrate their commitment to:
 - Responding to the needs of pupils, staff and parents
 - Building and fostering the school as a community
 - Forming sound relationships both within the school and the wider community
 - Championing equality, diversity, community cohesion, human rights, safeguarding and child protection
 - Understanding of the role of neighbourhood church schools

School Vision

This is our school.
Let peace dwell here,
Let the rooms be full of contentment,
Let love abide here,
Love of one another,
Love of mankind,
Love of life itself,
And love of God.
Let us remember
That, as many hands build a house,
So many hearts create a school.

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CAMBRIDGESHIRE COUNTY COUNCIL EQUALITY AND DIVERSITY

We are fully committed to eliminating discrimination and actively promote equality of opportunity through our service delivery, policy development and employment practices.

We are committed to championing equality, diversity, community cohesion and human rights under all equality strands:

- Sex
- Race
- Disability
- Sexual orientation
- Gender reassignment
- Religion or belief
- Age
- Pregnancy and maternity
- Marriage and civil partnership

CAMBRIDGESHIRE EDUCATION AUTHORITY CONDITIONS OF EMPLOYMENT

The successful candidate will be required to satisfy the authority of his/her physical fitness before the appointment is confirmed. In accordance with the requirements of the Home Office and the Department for Education and Skills the appointment is subject to a Criminal Conviction search by the Disclosure and Barring Service.

The appointment will be subject to the Education Committee's regulations and the provision of the Teachers' Superannuation Acts and the National Insurance Acts. If you opt to join or remain a member of the Teachers' Superannuation Scheme, Superannuation contributions will be deducted from the Teacher's salary in accordance with the Teachers' Superannuation Acts for the time being in force and Teachers' Superannuation Regulations from time to time made thereunder. Information about the Teachers' Superannuation scheme is available from the Local Education Authority.

The appointment will be terminable by two calendar months' notice in writing on either side expiring at the end of a Spring or Autumn Term. (i.e. 30 April or 31 December) or by three months' notice expiring at the end of a Summer Term (i.e. 31 August)

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Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and an Enhanced DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school.

This will depend on the nature of the position and the circumstances and background of your offences.

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