



Sherborne Abbey  
CE Primary School

# **CLASS TEACHER**

## **TO START JANUARY 2023**



SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

November 2022



Dear Applicant,

Thank you for expressing an interest in the post of Class Teacher at Sherborne Abbey CE Primary School.

We are seeking to appoint an ambitious, creative, and inspiring teacher or ECT currently on the Main Teachers Pay Range with energy, enthusiasm, and a love of teaching to join our team. This is an outstanding opportunity to take on a key role in a school that works hard to enthuse students and instil in them high standards. We are looking for an individual who is focused, resourceful and will go the extra mile and can make a positive contribution to our pupils learning. In return, you will join a Trust that is full of activity, opportunity, and ambition.

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. We believe 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.

We are looking for someone with high expectations, a love of learning, able to inspire and laugh and enjoy the challenges of this role. You need to be a team player; you will go the extra mile to support children and want to continually develop. In return, you will join a School and Trust that is full of activity, opportunity, and optimism.

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

There is further information about the school on our website [www.sherborneabbey.dorset.sch.uk](http://www.sherborneabbey.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. On behalf of the staff, children, and governors we look forward to meeting you.

Very best wishes,

Ann-Marie Kampf- Headteacher

# THE APPLICATION PROCESS

We look forward to receiving your application by **9am, Friday 9<sup>th</sup> December 2022**

If chosen for interviews these will take place on **Tuesday 13<sup>th</sup> December 2022**

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 either by post, marked 'Confidential' to: HR Admin Team, Shaftesbury School, Salisbury Road, Shaftesbury, Dorset, SP7 8ER or preferably 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 the school office on 01935 812318 or by email on [office@sherborneabbey.dorset.sch.uk](mailto:office@sherborneabbey.dorset.sch.uk)

*Sherborne Abbey Primary School is part of the Sherborne Area Schools' Trust has an absolute commitment to safeguarding and promoting the welfare of children. The school follows the national and relevant local authority policies and procedures for child protection and security. 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 and the post is subject to a Barred Lists check.*

*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:** Main Pay Range Teachers Pay – M1-M6  
**Contract:** Permanent 0.6 (19.5 hours per week)

## 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



# PERSON SPECIFICATION

## Class Teacher

### 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 and approaches
- 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 moment
- Tenacious and versatile
- Maintain a positive mindset

### 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 Gryphon 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.

# THE ADVERT CLASS TEACHER



Sherborne Abbey  
CE Primary School

**Closing Date:** 9am, Friday 9<sup>th</sup> December 2022  
**Start Date:** 01<sup>st</sup> January 2023  
**Contract Type:** Permanent, 0.6 contract (19.5 hours per week) Monday-Wednesday  
**Salary:** Main Pay Range Teachers Pay – M1-M6

We are looking to appoint an exceptional Teacher or ECT, currently on the Main Pay Range, Teachers Pay– M1-M6 with energy and enthusiasm and a love of teaching who will teach classes and groups of wonderful children across the school from **Monday to Wednesday**. 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.

Should you wish to arrange a visit to view the school, please do not hesitate to contact the school office on 01935 812318 or by email on [office@sherborneabbey.dorset.sch.uk](mailto:office@sherborneabbey.dorset.sch.uk)

## **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

SAST will conduct online searches of shortlisted candidates. This will be part of safer recruitment check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. 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

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





# 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.

### **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 the school's role at the heart of its 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 are 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 and 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
- Employee Assistance Programme and subsidised access to the Gryphon Sports Centre
- On-site nursery provision at some of our academies
- Cycle to work scheme

