



Brenchley and Matfield  
A Church of England School  
Part of the Tenax Schools Trust



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Brenchley & Matfield Church of England Primary School  
Brenchley Road  
Brenchley  
Tonbridge  
Kent  
TN12 7NY

### **Teacher Candidate Pack**

**Salary: M1 – M6**

**Contract: Full Time**

**Start Date: January 2026**

**Applications Close: 6th October 2025 at midday**



**Sir Henry Fermor**  
Primary School

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Dear Applicant,

Thank you for considering developing your career at Brenchley & Matfield School. Brenchley & Matfield School was founded in 1842 (before the state was actively involved in education) by the Church to serve our local, and wider community. This remains our mission today. We are a Church of England school, part of the Tenax Schools Trust; which is funded directly by the DFE. Our aim is to serve all children and their families of any or no religion, heritage and culture.

We currently have around 208 pupils on roll and a staff of 8 teachers, ably supported by support staff, delivering the curriculum to 7 classes, ranging from the rising 5s to 11-year-olds. We enjoy good facilities with spacious classrooms. The children have access to a shared bank of laptops, 3 shared half class sets of tablets and a modern ICT Suite.

We have a large hall, which is separate from the dining hall and kitchen, as well as a library, a creative cabin and other separate areas for group or individual learning. We have a lovely playground and large field, surrounded by trees and orchards. Our outside areas include a small wood and forest school area, a sensory garden with reading cabin provided by donations from the PTFA, a playdale, netball courts, a full-sized football pitch and some excellent play apparatus, including an adventure trim trail.

It is our passion to develop the whole child in a safe, nurturing, Christian environment and through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised. Our philosophy is that everyone in our school is seen, heard and valued and that happy children learn.

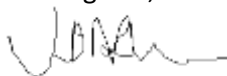
We are committed to ensuring that all staff have the opportunity to enrich and develop their teaching through planned high quality professional development using the very best and recent research-based thinking on developing teachers to be the best they can be.

We believe that every member of our school community is unique, created in God's image, and precious to Him. Christians are called to 'love your neighbour as yourself': this means that we have a responsibility to one another to look for, bring out, and encourage in one another the very best we can. To do this best we need to welcome and employ in the life, work, and relationships of our school community the teaching, example, and Spirit of Jesus. There is no expectation for candidates to be of Christian faith however all staff are asked to support the core Christian values of the school.

We welcome applications from colleagues who share our determination to inspire young people as lifelong learners, and who believe we, as educators, are instrumental in facilitating children to aim high and achieve their full potential, in every aspect. Please visit [www.bmprimary.org.uk](http://www.bmprimary.org.uk) to gain further insight into our school.

I look forward to receiving your **completed application by mid-day Monday 6<sup>th</sup> October 2025.**  
**Shortlisted candidates will be invited to an interview week of 13<sup>th</sup> October. Starting date: January 2026.**

Kind Regards,



Jane Mallon, Headteacher

## **The Tenax Schools Trust**

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust also includes schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions, all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

### **Partnership & Wider Contribution**

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

## **Brenchley & Matfield C of E Primary School Role Description**

<b>Post held:</b>	<b>Class Teacher</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Salary Scale:</b>	<b>Main Pay Scale</b>

It is important that Teachers are fully aware that they uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. At Brenchley & Matfield Primary School we explicitly adhere to core Christian values. Particularly we actively promote the school values of truth, love, courage and forgiveness.

### *General duties:*

The education and welfare of a designated class in accordance with the requirements and conditions of the most recent School Teachers' Pay and Conditions Document and the Professional Standards for Teachers; having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, any policies of the governing body. To share in the corporate responsibility for the wellbeing and behaviour of all pupils.

### **Specific responsibilities:**

Child Protection and safeguarding the welfare of our pupils are the responsibility of all staff in this school. In addition, Class Teachers will:

- Be responsible for the leadership and management of designated curriculum area throughout the school.
- Actively contribute to the creation and implementation of the School Plan, informing the SLT of the areas of strength and development for your subject through regularly reviewed action plan and staff meetings.

This job description may be amended at any time after discussion with you to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.

## **Job Specification**

You are required to carry out the duties of a school teacher as outlined in the most recent School Teachers' Pay and Conditions Document, issued by the DFE and the Professional Standards for Teachers.

### *Teaching and Learning*

The post requires you to teach all areas of the curriculum to pupils to a good or better standard.

- To establish a safe, organised and stimulating environment with displays that foster curiosity, enhanced learning and celebrate pupils' achievements.
- To plan engaging and motivating lessons and achieve progression in pupils' learning through identifying clear objectives, success criteria and next steps. Lesson content which is adapted to meet the needs of all pupils and ensure active participation which engenders a deep love of learning.
- To promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, have special or additional educational needs (including Gifted or Talented), or a disability, taking into account all vulnerable groups identified by the school.
- To plan, set and assess homework in accordance with the School Homework Policy.
- To actively engage with and promote positive working relationships with all members of staff, enhancing the strong peer support structure which is deeply established within the school community. This will include high levels of engagement with internal (and external) coaching and mentoring programmes.
- To work positively with others to plan and co-ordinate planning and activities in order to ensure transition between year groups is smooth and receiving staff are given all necessary information.
- To make referrals to other staff as appropriate.

### *Recording and Assessment*

- To be responsible for the attainment and progress of a class of pupils.
- To make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.
- Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of their own learning.
- To support and guide learners so they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners; to mark work in accordance with the school's Marking Policy and code to facilitate pupil improvement.

- To communicate effectively with parents, other stakeholders and outside agencies when required.

#### *Leadership and Management*

- All teachers are Leaders and Managers of Learning, both within and without their classroom environment.
- To prepare, develop and review the designated curriculum area Policy for which you have responsibility in consultation with the Headteacher and staff.
- Lead staff in the development of schemes of work for designated curriculum area throughout the school closely related to the requirements of the National Curriculum and in the development of our 'Curriculum'.
- To secure commitment of staff by acting as a consultant, adviser and in-service organiser, sharing knowledge and ideas as well as showing by personal example how the designated curriculum area can be used to exploit opportunities to develop pupils' personal, spiritual, moral, social and cultural development.
- To keep up to date with research, teaching methods and resources available by liaising with outside agencies, in service courses, visits, personal study, cluster and network meetings; reporting and discussing with other staff.
- To identify areas of strength and create an action plan which identifies areas for improvement, linked with the School Improvement Priorities, and be proactive in its implementation.
- To be involved in target setting and to monitor and report on standards achieved in your subject areas.
- To make recommendations regarding the ordering of resources.
- To provide parental interest and understanding of the teaching of the designated curriculum area across the curriculum by newsletter, website information, notice board/display or parents' workshop.

#### *Standards and Quality Assurance*

- To support the aims, ethos and policies of the school.
- To work as part of a team to raise standards and progress and ensure that the education we provide is of the highest quality.
- To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Promote fair and consistent discipline in line with the school policy.

- To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.
- To review own teaching and impact on learner's progress, attainment and wellbeing, refining approaches where necessary and being committed to coaching and mentoring support.
- To participate in staff meetings and be a positive role model to others.
- To be punctual and smartly dressed.
- To respect the confidentiality of records and information regarding pupils, parents and other stakeholders.
- To liaise with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.

#### *Ex-Curricular Responsibilities*

- To take part in the wider life of the school.
- Liaise with colleagues and other stakeholders in a flexible and professional manner.

#### *Curriculum areas and responsibilities*

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration during the course of the year.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

There is an expectation that all staff will support and maintain whole school achievements and awards. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

**Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.**



## Person Specification

Applications for the above post will be short listed on the basis of the following criteria and should show, with relevant examples where appropriate, how they meet the requirements detailed:

### Essential Qualifications:

- Possession of a recognised teaching qualification
- Evidence of ongoing commitment to continued professional development

### Teaching and learning:

- Excellent classroom practitioner who can lead by example
- Successful experience of working with pupils with a wide range of abilities.
- Ability to monitor and evaluate the quality of teaching and learning, to ensure high standards.
- Sound understanding of the current Code of Practice for SEND and principles of inclusion.
- Ability to demonstrate knowledge and understanding of current educational issues.

### Children:

- Overriding commitment to providing the best education to each individual child in an environment where all are committed to safeguarding the welfare of children.
- Flexible, positive, sensitive and open to the needs of children, their families and the community.

### Professional Behaviours

Ability to demonstrate a range of outstanding, interpersonal and communication skills with pupils, parents, colleagues and professionals.

Enthusiastic with a commitment to the school's Christian vision and values

Ability to work collaboratively with colleagues from other disciplines

To have competent ICT skills

### Personal Qualities

- Resilience
- Resourceful
- Empathetic
- Enthusiastic
- Organised

### Desirable

- Ambition to further career
- Ability to demonstrate significant impact upon school improvement through subject leadership

## Guidance Notes for Applicants

### Applications

Please submit your application by midday on Monday 6th October 2025. Candidates will be invited to interviews in the week beginning 13th October 2025.

We encourage you to attend a visit of our school before you apply. Any applicants who would appreciate an informal discussion with the Headteacher, Mrs Jane Mallon, should email to book a mutually convenient time for a school tour or conversation. Please contact [HR@tenaxschoolstrust.co.uk](mailto:HR@tenaxschoolstrust.co.uk) or telephone 01892 722929.

### Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

#### *Supporting Statement*

The application form asks for a statement in support of your application. The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of our school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

#### *Commitment to equality of opportunity*

The Tenax Schools Trust and its schools are committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all pupils in our communities. Our aim is ensure that all who work for us will feel respected and able to give of their best. If you think you meet the essential criteria for one of our roles, we would love to hear from you irrespective of sex, age, disability status, ethnicity, gender, religion or sexuality.

Where possible, we seek to facilitate flexible working opportunities.

We are happy to make reasonable adjustments wherever possible through the recruitment process should this be required.

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every applicant for a position within our schools/Trust is considered against criteria which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

### *Referees*

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees. We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

### *Qualifications*

If you are invited to interview you will be asked to bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications. The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications e.g. SEN qualifications, please bring copies of these certificates to the interview.

### *Medical Information and Disclosure and Barring Service (DBS) Disclosure*

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment.

Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

### *Childcare Disqualification Regulations 2009*

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528473/Disqualification\\_under\\_the\\_childcare\\_act\\_June2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf)

### *Eligibility to Work in the UK*

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation,

you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another government department. (A document showing a temporary NI number would not be satisfactory.)