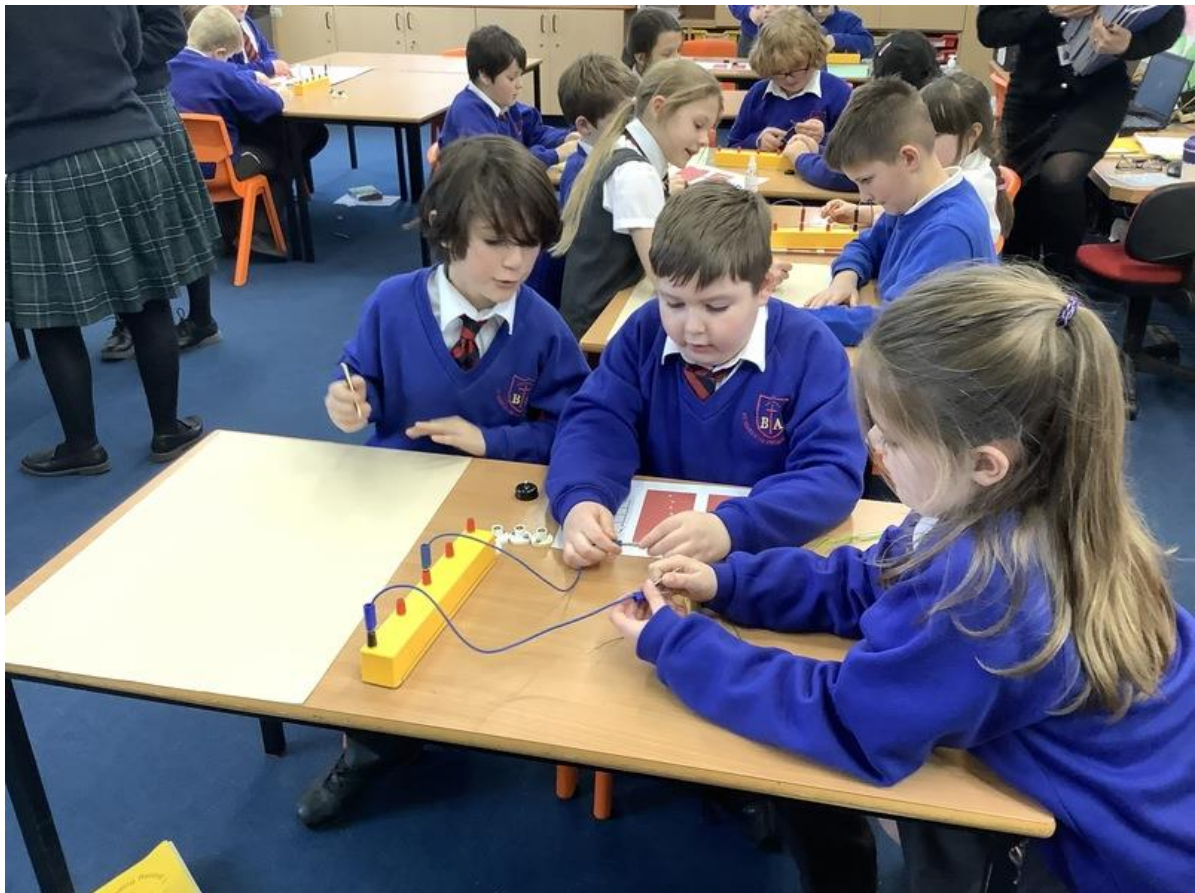


# **YEAR 3/4 CLASS TEACHER MATERNITY COVER**



SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

# **CLASS TEACHER RECRUITMENT INFORMATION PACK**

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The roots to grow, the wings to fly



Dear Prospective Candidate,

Thank you for applying for a post at our school. This is a wonderful and rare opportunity to join a small and hardworking, passionate team of staff delivering high quality education and pastoral care on a daily basis to the village children of Bradford Abbas and beyond.

Our school is structured into four classes: R/1, 1/2, 3/4 and 5/6 with class sizes ranging from 19 to 32. We have an experienced and ambitious staff team who want the best for our pupils. Behaviour is very good and we have high expectations that every child achieves their potential, socially, academically, emotionally and physically.

There is a very good support network for new staff within the school and staff receive regular training to ensure their skills and knowledge stay up to date and are effective.

Staff, parents and children have positive relationships; we believe that partnership working makes for happy and successful learners.

Should you wish to visit our school, please email the office: [office@bradfordabbas.dorset.sch.uk](mailto:office@bradfordabbas.dorset.sch.uk) and we will be more than happy to show you around in the new academic year or phone, 01935 476515, when the new term begins.

We look forward to receiving your application and meeting you.

Yours sincerely,

Miss E Grunnill  
Headteacher





# THE APPLICATION PROCESS

We look forward to receiving your application by 3pm, Monday 12<sup>th</sup> September 2022

If invited for interview, these will take place on Tuesday 20<sup>th</sup> September.

You are asked to provide the following:

- A completed SAST teaching application form
- A letter of application of no more than 2 sides 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)

To arrange a visit to view the school, please contact Karen Britton, School Administrator on 01935 476515 or by email on [office@bradfordabbas.dorset.sch.uk](mailto:office@bradfordabbas.dorset.sch.uk) in the new school year.

If you have questions that you would like to be answered before you apply, then contact the school office using the details above.

St Mary's Primary School, 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 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.

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

<b>Post:</b>	<b>Class Teacher Year 3/4</b>
<b>Scale:</b>	<b>Teachers Pay Scales</b>
<b>Contract:</b>	<b>Maternity Cover – November 2022 until August 2023</b>
<b>Hours:</b>	<b>Full-Time contract</b>

## **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 Principal.

**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 important.

# THE ADVERT

## YEAR 3/4 CLASS TEACHER



**Start Date:** November 2022 or before if practicable

**Closing Date:** 3pm, Monday 12<sup>th</sup> September 2022

**Interviews:** Tuesday, 20<sup>th</sup> September 2022

**Salary:** Teachers' Pay Scale

**Contract:** Full-Time, Fixed-Term maternity cover

We are looking to appoint an exceptional Teacher or ECT with energy and enthusiasm and a love of teaching to teach a Year 3/4 class from November 2022 on a fixed-term basis to cover maternity leave. This is a wonderful opportunity to join a successful school within a Trust with great potential, some real strengths and the ability and desire to develop further. This post is suitable for an ECT teacher.

SAST is a strong and ambitious Trust of both primary and secondary schools seeking to ensure an excellent and sustainable 0-19 education for children within our community across West and North Dorset as well as South Somerset. The Trust now consists of 5000 children and over 850 staff working in our 17 schools and shared services teams

### **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.
- 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

To arrange a visit to view the school, please contact Karen Britton, School Administrator on 01935 476515 or by email on [office@bradfordabbas.dorset.sch.uk](mailto:office@bradfordabbas.dorset.sch.uk).



# ABOUT ST MARY'S PRIMARY SCHOOL:

Our school is situated in the centre of Bradford Abbas, a thriving village community around St Mary's Church, the Rose & Crown Pub, the Village Hall and the Sports & Social Club. With currently 103 pupils on the school roll, our children learn to value the experience of being part of the wonderful community of Bradford Abbas.

The oldest of our school buildings was opened as the village school on Easter Monday in 1856. What we call "the new building" was opened in July 1966. We had a new modular classroom built next to the main school in 2016 replacing the ancient 54 year old timber framed classroom. In 2007, members of the PTA built an outdoor classroom for the school and this is a very popular place when the weather is good. In Summer 2011, the new library was built off the main hall with a quiet reflection/storytelling area added to the external orchard area. Finally, in 2016, the spiritual garden was designed and built using a legacy given to the school from a former Headteacher of the area.

There is a strong relationship between the school and the Church. The school benefits by making use of the Church for religious events and the Vicar is actively involved in Assemblies. Our most recent inspection by Salisbury Diocese found us to be outstanding in every area!

St Mary's is part of two successful and effective educational partnerships: the small schools' cluster and the Sherborne Area Schools' Trust. The schools work together closely for the benefit of all our children in Sherborne and the surrounding areas.

At St Mary's, we offer outstanding teaching and learning, excellent behaviour and a warm, safe and friendly Christian ethos where every individual is valued. We emphasise the importance of positive relationships and reward.



# 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.

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 of 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.

### **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 is 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
- Access to an excellent contributory pension scheme
- Employee Assistance Programme
- On-site nursery provision at some of our academies
- Cycle to work scheme

