



St Matthew's Primary School

19 Norfolk Street, Cambridge CB1 2LD

Telephone: 01223 568838

Fax: 01223 568839

Email: office@stmatthews.cambs.sch.uk

Web site: www.stmatthews.cambs.sch.uk

Headteacher: Mr T. Davies

June 2022

Dear Applicant,

Teaching Assistant Vacancies

Thank you for your interest in the teaching assistant positions advertised here at St Matthew's.

St Matthew's Primary School is looking for two teaching assistants to join our excellent team from 1st September 2022. The two roles we have available are:

- **Level 3, Scale 7 to 11, 32.5 hours per week.**
Monday to Friday, 8:30am to 3:20pm, term time only
£20,043 to £21,695 per annum, (pro rata), (£10.21 to £11.05 per hour)
This role involves working with one of our Reception classes to support the class teacher and the children in the class to access their learning. You would also take on the role of leading teaching in the class while the class teacher has her Planning, Preparation and Assessment time (half a day per week) and on occasion cover the class if the teacher is absent. (Note when leading teaching you would be supported by an additional teaching assistant who would work in the class under your direction).
- **Level 3, Scale 7 to 11, 32.5 hours per week.**
Monday to Friday, 8:45am to 3:45pm, term time only
£20,043 to £21,695 per annum, (pro rata), (£10.21 to £11.05 per hour)
This role involves supporting a child with special educational needs in a Reception class in the mornings and working as a key worker in our Nursery in the afternoons.

A full job description is available as part of the application pack on our website which includes:

- An application form
- Job description/person specification
- A copy of our Child Protection Policy
- A copy of our Rehabilitation of Offenders Policy

St Matthew's Primary School is committed to safeguarding and promoting the welfare of all children and expects its staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

The closing date for applications is 9.00 a.m. on Monday 18th July 2022. Interviews will be held shortly thereafter.

Yours faithfully,

Tony Davies
Headteacher