



## **St Matthew's Primary School**

19 Norfolk Street, Cambridge CB1 2LD

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**Headteacher: Tony Davies**

November 2022

Dear Colleague,

As you will have seen from our advert, St Matthew's is looking to recruit an excellent class teacher to join our team fantastic Reception team. The position is a full time, permanent post starting in January 2023. It will be paid on the Main Pay Scale or Upper Pay Scale depending on the successful candidate's previous experience.

St. Matthew's is an exciting place to work. Situated in the centre of Cambridge, just off East Road near the Grafton Centre, we are a community primary school (not affiliated to any church, despite our name) serving a very diverse community with over 37 different languages spoken by the children. Our children achieve highly and make excellent progress in St Matthew's, but we know this is just one aspect of school life. One of our school aims is for St Matthew's to be "inspiring, challenging and fun", for the children and for the staff. We are all very proud of our strong, our inclusive ethos, the excellent pastoral care we offer and our sense of innovation and adventure. These characteristics are highly valued by our staff team, our children and our supportive parents. All staff are fully involved in shaping the journey of the school – contributing to our development plans, leading improvement on different aspects of our provision, developing their own and colleagues' practice. This has created a sense of ownership amongst staff over what we have achieved so far and what we plan to do to improve further.

If you would like to arrange a visit to the school, please contact the school office:  
email: [office@stmatthews.cambs.sch.uk](mailto:office@stmatthews.cambs.sch.uk); Tel: 01223 568838.

In the application pack you will find:

1. An application form
2. Job Description
3. Person Specification
4. A summary of our School Development Plan – we are coming to the end of our current SDP cycle and are in the process of developing our new plan for the next academic year and beyond.
5. St. Matthew's Safeguarding and Child Protection Policy
6. A policy statement on the recruitment of ex-offenders

St. Matthew's Primary School is committed to safeguarding and promoting the welfare of all children. All of its staff must share this commitment. Successful applicants will need to provide two referees and will be subject to an enhanced DBS check. Please remember to provide us with a continuous employment history, including any periods of unemployment, in section

The closing date and time for applications will be Monday 14<sup>th</sup> November 2022 at 10am. Interviews will be shortly thereafter.

Once again thank you for your interest and I do hope you choose to apply.

Yours faithfully,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style, with the first letter of "Tony" being a large, stylized capital 'T'.

Tony Davies  
Head Teacher