



St Matthew's Primary School

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Headteacher: Tony Davies

Dear Colleague,

As you will have seen from our advert, due to staff returning from maternity leave reducing their teaching days, plus other staff beginning their maternity leave, we have a number of vacancies available, mostly from September 2018. The posts we have available are:

- Two full time maternity leave contracts – One in key stage two, one in either Early Years of Key Stage One
- One full time permanent contract – Key Stage Two
- One 4 day permanent contract - either Key Stage One or Key Stage Two
- One four day maternity leave contract – available November 2018, expected to last the full academic year
- One temporary contract to run from 4th June 2018 until the end of this academic year. For the right candidate this could convert into one of the above full time posts from September 2018
- One three day maternity leave contract from September 2018, expected to last one term

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. In September 2011 we were judged to be outstanding by OFSTED, a great reward for all of the hard work we have done to raise standards of teaching and learning. I am proud that in doing this we have retained the existing strengths of the school – a strong, inclusive ethos; excellent pastoral care; a sense of innovation, adventure and fun. These characteristics are highly valued by our staff team, our children and our supportive parents. They mean that our journey of improvement has been one we have all enjoyed. All staff have been fully involved in that journey – shaping 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.

The post will be paid on the main pay scale or upper pay spine according to the teachers' relevant experience and salary assessment.

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
5. St. Matthew's Safeguarding and Child Protection Policy
6. A policy statement on the recruitment of ex-offenders

When completing the application form, please state clearly which of the advertised posts you are applying for (it can of course be more than one).

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 30th April 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 name "Tony" and the last name "Davies" clearly legible.

Tony Davies
Head Teacher