



St Matthew's Primary School

19 Norfolk Street, Cambridge CB1 2LD

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Email: office@stmatthews.cambs.sch.uk

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

Headteacher: Tony Davies

Dear Colleague,

As you will have seen from our advert, St Matthew's is looking to recruit excellent class teachers to join our team. The positions will start in September 2022 and will be paid on the Main Pay Scale or Upper Pay Scale depending on previous experience.

The positions we have available are as follows:

- 2 day permanent position in our nursery class, Monday and Tuesday (there is the possibility of an additional half day that we would be happy to discuss with the right candidate to cover the PPA for the partner teacher in the Nursery class)
- 2 day permanent position, Monday and Tuesday, in Key Stage Two
- 1 day position in Key Stage One on a Friday
- 1 day position in Key Stage Two on a Monday

*Please note that one of the two 1 day positions will be permanent, the other one day position will be temporary for the full academic year. We will use the interview process to which candidate would be offered the permanent position.

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.

If you would like to arrange a visit to the school, contact the school office: email: 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

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 23rd May 2022 at 10am. Interviews will be later that week.

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