



Application pack for Primary Teacher at Motcombe CE Primary School

Start Date: October 2020 or asap





Motcombe CE Primary School

Church Road, Motcombe
Shaftesbury, Dorset, SP7 9NT
office@motcombe.dorset.sch.uk
01747 852018

18th September 2020

Dear Applicant,

Motcombe CE VA Primary School has gone from strength to strength and is now a one form entry school (current number on roll 182) due to its popularity in the local area. We are recruiting for a fixed term for one year Primary Class Teacher to join our dedicated and inspiring team. The school is located in the picturesque village of Motcombe in North Dorset and although it has grown in size, it has managed to keep its village school feel and its Church of England ethos.

Motcombe Primary School is part of SAST (Sherborne Area Schools Trust) which is made up of 17 schools (13 primary and 4 secondary). We work collaboratively to achieve the best for all our pupils. As leaders, recruiting is a great opportunity to develop our staff and we are keen to make sure that we get the very best person for the job. The interview process will be designed to help us achieve this. We are looking for someone with a real passion who will contribute to continuing the schools journey to excellence.

Visits to the school are normally encouraged, please arrange through the school office. At the current time these will have to take place outside the normal school day and only around the outside areas of the school. I look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

Matthew Barge
Headteacher

Job Description

Motcombe Primary School is a member of the Sherborne Area Schools' Trust, a company limited by guarantee. Registered in England with company number 08130468.



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Post(s): Primary School Teacher

Scale: NQT/MPS

Contract: Fixed Term (ends 31st Aug 2021) and 0.6FTE (3 days per week)

Main purpose:

To manage all aspects of teaching classes across the school.

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 schools 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.



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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 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 sets 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

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.