

# KS1/KS2 Teacher

Milstead & Frinsted Church of England Primary  
School, School Lane, Milstead, Sittingbourne, Kent  
ME9 0SJ

INFORMATION



# Contents

Milstead & Frinsted CE Primary School	Pg 3
Job Advert	Pg 4
Job Description	Pg 5
Person Specification	Pg 6
Overview of OCMAT	Pg 7
Application Process	Pg 10
Safeguarding	Pg 11





Dear Applicant

Thank you for expressing an interest in joining us at Milstead & Frinsted Church of England Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We are a small, village, Church of England primary school located on the outskirts of Sittingbourne with four classes from Reception through to Year 6. We are incredibly lucky to have a fabulous school building built in 1848 set in beautiful grounds, surrounded by horses and woodland. We are also a short walk from our local church. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Milstead & Frinsted CE Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.Milstead.kent.sch.uk](http://www.Milstead.kent.sch.uk) or contact the office: [office@milstead.kent.sch.uk](mailto:office@milstead.kent.sch.uk) (t: 01795 830241).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Ms Hannah Smith  
Head of School

Mr Scott Guy  
Executive Headteacher





Job: KS1 / KS2 Teacher

Pay Grade: MPS, M1-M6

Working Pattern: Monday to Friday

This is a permanent position starting 01/09/2024

# Advert

This is a fabulous opportunity for a dedicated and organised person to join the school team at Milstead and Frinsted C of E Primary School, which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic Key Stage 1 / Key Stage 2 teacher to join the school's successful and supportive team full time Monday to Friday. This role is suitable for an experienced teacher who is looking for a new challenge and we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role. We are particularly interested in teachers with a passion for the humanities.

Milstead and Frinsted C of E Primary School is one of ten schools within Our Community Multi Academy Trust. We are a primary school with 60 of pupils on our roll. We are a small, rural village school set in the beautiful village of Milstead in the heart of the Kent countryside and are blessed with lovely grounds.

Our Community Multi Academy Trust believe that our people are our biggest asset.

## **We can offer you:**

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

## **The successful candidate will be:**

- A caring and supportive teacher who has the needs of our children and families firmly at the heart of what they do
- A strong classroom practitioner who is committed to inspiring and motivating pupils of all needs, abilities and starting points. The skills set and motivation to take on subject leadership if appropriate
- Excellent curriculum knowledge and experience in planning and delivering a high-quality curriculum
- A good team player with strong communication and interaction skills. Able to have an understanding of the joys and flexibilities needed to work in a small school.
- A positive person who looks for new adventures for children and staff to explore.

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school. Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Mrs Kathy Dowling, via telephone on 017950830241, or [office@milstead.kent.sch.uk](mailto:office@milstead.kent.sch.uk)



# Job Description

Teacher – KS1 / KS2

Grade: MPS

Permanent position – Monday to Friday

Based at: Milstead & Frinsted CE Primary School

## **JOB PURPOSE AND RESPONSIBILITIES:**

The education and welfare of a designated class of pupils in accordance with the requirements of the Teachers Pay and Conditions Document, having due regard to the aims, values and ethos of the school, its aims and objectives in relation to the delivery of the National Curriculum and associated assessment and record keeping, and any policies of the Diocese, LA and Governing Body.

### **Purpose of the Job:**

To facilitate and encourage learning which enables pupils to achieve high standards; to share and support the corporate responsibility for the wellbeing, education and discipline of all pupils. To have an understanding of and adhere to the School Vision and Christian Values.

## **KEY DUTIES AND RESPONSIBILITIES**

### **Professional duties / responsibilities**

- To inspire pupils, promoting a positive, stimulating approach to learning
- To lead by example, providing a good professional model as a classroom practitioner
- To communicate high expectations and ambition to children in their work and attitude
- To maintain good order and discipline amongst pupils, in accordance with the school's behaviour and anti-bullying policy
- To plan, prepare and implement an appropriate programme of work for the children which:
  - takes account of individual needs through scaffolding and encourages children to be confident, independent, lifelong learners
  - promotes their social, moral, spiritual and cultural development
  - fulfils the National Curriculum
  - is in line with school policies
- To assess and evaluate children's work so that it informs future planning and makes their next steps in learning clear
- To contribute positively to a whole school ethos of improvement and challenge
- To set annual targets for pupils in maths, reading and writing and to track their progress towards them, participating in termly pupil progress meetings and addressing areas for development
- To ensure that all the children within the class have equal access to the experiences and opportunities provided
- To have pastoral care of the teaching group, within the school ethos, by:
  - being a good role model for the children in all personal qualities
  - fostering the positive self-image of each child through praise and encouragement
  - respecting each child and ensuring that the children know they are valued
- To take an active part in meetings/working groups relevant to the age range that you are teaching
- To keep parents of the children within a group or class informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when required
- To take every reasonable step to ensure the safety of the children, especially in activities such as PE, educational visits and practical activities and to report any health and safety issues or concern to the Headteacher or the Health and Safety representative
- To alert the Child Protection Coordinator to any cause for concern and use the expertise of senior and other colleagues for professional advice and support
- To continue personal and professional development and provide feedback to colleagues
- To actively promote and implement whole school policies and to support initiatives decided by the Head of School and staff

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



# Person Specification

## Teacher

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

<b>Experience</b>	<ul style="list-style-type: none"> <li>• To have experience/interest in Key Stage 2 and the continuity and progression of the curriculum throughout the primary phase.</li> <li>• To have knowledge of and belief in inclusive practice providing maximum opportunity for all pupils to make good progress.</li> <li>• To have experience of working effectively as part of a team.</li> </ul>
<b>Education and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• A commitment to continuing professional development.</li> <li>• Recent experience of using ICT to support learning.</li> </ul>
<b>Aptitudes</b>	<p>To have the ability to:</p> <ul style="list-style-type: none"> <li>• Communicate effectively with adults and children.</li> <li>• Teach a broad and balanced, differentiated curriculum that meets the needs of all children.</li> <li>• Use a wide range of resources in order to plan an innovative curriculum.</li> <li>• Potential to lead the development of a curriculum area throughout the school.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• To be passionate about learning and teaching.</li> <li>• To be open to new initiatives.</li> <li>• To enjoy working with primary age children to enable them to develop independence and experience success at their own level.</li> <li>• To have interesting and creative ideas for child initiated activities</li> <li>• To have a commitment to raising standards.</li> <li>• To have high expectations of behaviour and achievement.</li> <li>• To maintain a calm and positive attitude when working under pressure.</li> <li>• To be approachable.</li> <li>• To be flexible in order to adapt to unexpected changes.</li> <li>• To maintain confidentiality at all times.</li> <li>• To be supportive of the aims of the school.</li> <li>• To demonstrate a positive, professional manner.</li> <li>• To adopt a sensible and appropriate work/life balance.</li> </ul>

# OCMAT OVERVIEW

We believe that every part of the body is valuable and integral to the whole (1 Corinthians 12: 14-16). Therefore, we will create a community of schools that, whilst being diverse and unique in their own context, will ensure every child receives the highest quality educational experiences and pastoral support. At the heart of our Trust's vision is a belief in educational excellence, the belief that Our Community Multi Academy Trust is called to serve pupils, staff, families, and the local community by providing places where children develop and thrive academically, socially, culturally, and spiritually in the safest environments possible.

Our Community Multi Academy Trust is committed to sustaining high quality schools. Our focus is to maintain a self-sustaining school improvement model that draws on a wealth of practice and expertise across the Trust facilitated by experienced school improvement leads. Pedagogical excellence is at the heart of our improvement model with a sustained focus on collaborative and mastery learning.

We will maintain and strengthen a shared culture which requires every member of our community, whatever their role, staff or pupil, governor, or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. This shared community culture will respect, uphold, and complement each school's distinctive ethos and character.

Belonging to Our Community Multi-Academy Trust offers greater opportunities for influence than single schools can achieve. Working together the Trust aims to be greater than the sum of its constituent schools. At the same time, we recognise the unique character of each of our schools and the important role they play with their local community. We will work tirelessly to maintain each school's status within their locality and strengthen their character and reputation.



# THE COMPASSIONATE LEADER

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered



# THE COLLABORATIVE LEADER

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust



# THE COMMUNITY LEADER

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times



# OUR SCHOOLS

## **Primary**

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

# TRUST CENTRAL TEAM

## **Central Support Team**

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

## **The Application Process**

Applications will only be accepted from candidates who complete our application form.

## **The Shortlisting and Interview Process**

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## **Safeguarding**

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of Information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies.

[www.ocmat.org.uk](http://www.ocmat.org.uk)

Mr David Whitehead, CEO, Our Community Multi Academy Trust

OUR COMMUNITY MULTI ACADEMY TRUST  
C/O LYNSTED & NORTON PRIMARY SCHOOL  
LYNSTED LANE  
SITTINGBOURNE  
KENT  
ME9 0RL

Company No: 10842747

