Dear Applicant

Thank you for your interest in St Matthew’s CE Primary School. Should you have any further questions, please do not hesitate to contact the school office and informal visits are always welcome.

**School Aims**

The school aims to provide a stable, caring environment in which children are happy to attend and are stimulated and keen to learn and develop their individual potential. Whilst following National Curriculum guidelines, the school aims to cater for a wide range of ability levels encouraging all children to achieve the highest possible standards.

**Background of the School**

Our school is currently a two form entry primary school in a semi urban area of Tunbridge Wells and Southborough. The school building has recently been enlarged by additional building work and our ICT equipment updated.

At present there are approximately 411 children on roll. The school serves the community of High Brooms and neighbouring Southborough. The school is an active member of the Tunbridge Wells Cluster, which seeks to raise standards of teachers and pupils by developing learning styles and teaching styles. We are a happy and lively school.

Children are encouraged to take part in a variety of school activities, including music clubs, football, netball, cricket, athletics, library, cooking, arts and crafts, street dancing and forest school to name a few.

We offer musical tuition in school by qualified external music teachers in guitar, harp, piano and violin provide lessons to pupils interested to learn an instrument at an additional cost. There is regular choir and recorder lesson groups weekly.

We are very passionate and committed here at St Matthews Church of England Primary School in continuing to improve standards for all. We are a Church School with a focus on the following key Christian values which are distinctive to our school:

●Honesty

●Kindness

●Respect

●Responsibility

We aim to support all our children to grow into resourceful individuals, who are able to reach their full potential in every area

“Learning together, succeeding together and growing in faith”

**Community Links**

The school has strong and lively support from parents and friends and we have good relationships within the community and as a church school we have very strong ties to our local church. We arrange a number of social events.

**Application**

You will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage.

You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

The application form can be found on this Kent teach website.

All posts are subject to:

 A satisfactory Enhanced Criminal Records Bureau Disclosure and check against the ISA barred list for children (formerly List 99),

 health clearance,

 receipt of satisfactory references

 verification of your entitlement to work within the UK.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post your GTC registration will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee should be your current or most recent employer.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an equality policy to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide. To assist in the monitoring of equalities we ask that you complete the monitoring form. This will be removed prior to shortlisting.

Thank you for your interest in our school and I wish you every success with your application.

Yours sincerely,

**Mrs Stephanie Hayward – Headteacher**