

**Vacancy Information Pack**

|  |  |
| --- | --- |
| **School Name:** | Cardinham School |
| **Job Title:** | Class Teacher – Year 3/4 |

|  |  |
| --- | --- |
| **Information Pack Contents** |  |
| Advertisement | Provided in this document |
| School Information for Applicants | Provided in this document |
| Welcome to Our School | Provided in this document |
| General Background | Provided in this document |
| Class Organisation | Provided in this document |
| Staff Organisation | Provided in this document |
| Our Curriculum | Provided in this document |
| Safeguarding | Provided in this document |
| Application Information | Provided in this document |
| Job Description | Attached |
| Person Specification | Attached |
| Letter from Chair of Board of Trustees | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |
| Application Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |



**Cardinham School**

|  |  |
| --- | --- |
| **Job Title:** | Class Teacher – Year 3/4 |
| **Pay Point / Pay Range:** | Main Pay Range M1 to M6 |
| **Full Time Equivalent Annual Salary:** | £28,000 to £38,810 (depending on experience) |
| **Contract Type:** | Permanent |
| **Hours Per Week / Weeks Per Year** | Full Time |
| **Closing Date:** | Midnight on Monday 17th April |
| **Proposed Shortlisting Date:** | Tuesday 18th April |
| **Proposed Interview Date:** | Tuesday 25th April |

We are seeking to appoint an enthusiastic, inspirational and committed teacher to join our team in our Year 3/4 class. This is an exciting opportunity to join a friendly, nurturing and successful school.

The successful applicant will:

* Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

The post will begin on 1 September 2023.

We strongly encourage a visit to our school. Please telephone the school office in advance on 01208 821 326 or email our secretary at cardinham@tpacademytrust.org to arrange to visit.

|  |  |
| --- | --- |
| To find out more about Cardinham School, please visit: | [Cardinham School – Grow your mind; aim high](https://cardinhamschool.co.uk/)[Cardinham School | Facebook](https://www.facebook.com/cardinhamschool/) |
| To discuss this position please contact the Headteacher: | Email – head@cardinham.tpacademytrust.orgTelephone – 01208 821 326 |
| Application packs can be downloaded from: | [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)  |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | cardinham@tpacademytrust.org |

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

|  |
| --- |
| **School Information for Applicants** |
| **School Address:** | Cardinham SchoolCardinhamBodminCornwallPL30 4BN |
| **School Telephone Number:** | 01208 821 326 |
| **School Email Address:** | cardinham@tpacademytrust.org  |
| **Name of Headteacher:** | David Jones |
| **Website Address:** | www.cardinhamschool.co.uk |
| **School Social Media Page:** | [Cardinham School | Facebook](https://www.facebook.com/cardinhamschool/) |

|  |
| --- |
| **Welcome to Our School** |

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

At Cardinham School we have the motto “Grow your mind; aim high”.

Our curriculum is designed to inspire enthusiasm so pupils are motivated to acquire a range of knowledge and become the best they can be. Our approach enables our children to make meaningful links with their learning.

Cardinham is a rural school with excellent access to the countryside. We celebrate this uniqueness by ensuring children have regular opportunities to utilise the outdoors in their learning. We have a strong sense of community cohesion and celebrate this by enabling children to become involved in the community, through celebration of local traditions and enabling them to take an active part in events throughout the year.

Our school rules (be ready, be respectful, be safe) are positively reinforced and deeply embedded in everything we do which ensures pupils develop respect for themselves, others and the natural environment.

Our school values (determination, empathy, reflection, collaboration, curiosity and creativity) are lived and breathed and are revisited regularly throughout our week. In addition, pupils learn songs in assembly which teach the meaning of our school values.

At Cardinham School we broaden our pupils’ understanding of diversity by teaching about different cultures and communities. We teach pupils how to look after themselves physically, socially and emotionally and provide them with first hand learning experiences that allow children to develop interpersonal skills and build resilience.

Children leave Cardinham Primary School with a sense of belonging and are proud that they have developed the confidence and skills needed to be learners for life.

We were delighted to have this recognised by OfSTED this academic year. Click on the following link for a copy of the report: [Cardinham School (ofsted.gov.uk)](https://files.ofsted.gov.uk/v1/file/50198850).

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange a visit.

|  |
| --- |
| **General Background** |
| Set in the centre of Cornwall, our small school welcomes children between the ages of 3 and 11. Our school caters for children of the village of Cardinham, outlying farms and hamlets and children from larger towns who can benefit from the friendly, caring, nurturing and family atmosphere of which we are proud. The beautiful Cardinham Woods are within walking distance from our school and we aim to utilise the outdoors at every given opportunity. Our behaviour management is based on emphasising the positive and drawing attention to what children are doing well, not on criticising their faults.  We follow the message, ***‘treat children as they might become, not as they are’***. |

|  |
| --- |
| **Class Organisation** |
| Cardinham School has 4 classes:* EYFS (Nursery and Reception)
* Year 1 and 2
* Year 3 and 4
* Year 5 and 5

Between Reception and Year 6, there are currently 79 pupils on roll. In addition to this, we have 8 nursery children resulting in there being 87 children between the ages of 3 and 11 at Cardinham School.  |

|  |
| --- |
| **Staff Organisation** |
| * Headteacher: Mr Jones
* School Administrator: Mrs James
* Hedgehog Class (EYFS): Mrs Purser, Mrs Butler & Miss Hooke
* Squirrel Class (Year 1 & 2): Mrs Ashley (3 days), Mr Jones (2 days) & Mrs Tucker
* Fox Class (Year 3 & 4): Miss Toms, Mrs Harding & Mrs Stockman
* Deer Class (Year 5 & 6): Miss Horsington, Miss Heartwood and Mrs Smith

For more details, please see our website:[Meet the Staff – Cardinham School](https://cardinhamschool.co.uk/meet-the-team/meet-the-staff) |

|  |
| --- |
| **Our Curriculum** |
| Our curriculum allows us to deliver the appropriate subject content through individual subjects and themes as we understand that not all subjects can be incorporated into a topic. Subjects have been developed so that children build upon skills progressively, integrating with other subjects to secure strong, meaningful and purposeful learning. It is essential that knowledge is embedded and reflected throughout year groups. To ensure that learning in every subject is sequenced appropriately, progression documents for each subject have been developed. We hope that this will provide children with the opportunity to revisit vital skills and knowledge regularly and embed this learning; therefore, becoming experts. In September 2023, we will be introducing our CASTLE Curriculum. In Cornish, Cardinham means ‘fort’ – the significance dating back to the 11th century when there was a castle in Cardinham. Our intent, is for our Castle Curriculum to develop 6 key areas:* **Curiosity:** Each unit of work starts with an enquiry question to spark the curiosity of our pupils. Pupils have the opportunity to ask questions. We intend to create a sense of awe and wonder through engaging experiences.
* **Ambition/Aspiration:** Pupils from all backgrounds and academic abilities have the opportunity to reach their maximum potential by experiencing a wide range of diverse experiences.
* **Spoken Language:** Being articulate, engaging with others positively and to learn through spoken language is a key intent of our curriculum. We aim to develop the skills of oracy, along with vocabulary and grammar.
* **Tolerance:** Pupils develop an understanding and awareness of a wide range of cultures and protected characteristics. We celebrate the richness of diversity and pupils respect ideas, views and backgrounds that are different to theirs.
* **Locality:** We maximise the potential of our external environment and community. We want our children to have a sense of pride in their local area.
* **Empowerment:** All units have a purposeful outcome that make an impact positively on the themselves or the local/wider community. These projects emphasise the role that all children can have in shaping the community in which they live, making a contribution beyond the classroom.
 |

|  |
| --- |
| **Safeguarding** |
| TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |

|  |
| --- |
| **Application Information** |
| We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

|  |  |
| --- | --- |
| Contact Name: | Samantha James (School Administrator) |
| Contact Email Address: | cardinham@tpacademytrust.org  |
| Contact Telephone Number: | 01208 821 326 |

Please note that CVs will not be accepted.Application packs can be downloaded from: [www.tpacademytrust.org/web/application\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

|  |  |
| --- | --- |
| Closing Date: | Midnight on Monday 17th April 2023  |

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

|  |  |
| --- | --- |
| Interview Date(s): | Tuesday 25th April 2023 |

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post. |