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Newmarket
CB8 9UH

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Headteacher: Mrs Alicia Gadsby

- **Full time**
- **Main Scale Post**
- **Starting September 2026**
- **The closing date for applications is noon on Tuesday 2nd June 2026**
- **Interviews to be held on 5th June 2026**

Dear Applicant

Thank you for your interest in this position. We trust that the following information will provide you with details about Kettlefields Primary School and the candidate specification.

We are looking for an inspirational classroom teacher to join a welcoming, friendly and supportive staff team in this ambitious, caring, successful and well-resourced school. You will need a strong commitment to the all round development of children, high expectations and an ability to work closely with colleagues.

Applications welcome from candidates at **any** stage of their career.

The person we seek:

- Has the ability to model and expect high standards of children's work and behaviour
- Is hard working, well organised and communicates effectively with staff and parents
- Ensures that learning is fun, relevant and accessible to children of all abilities
- Has a positive approach to behaviour management
- Has a clear understanding of assessment for learning
- Has a commitment to raise standards in English & Maths
- Has a friendly, cheerful disposition with a sense of humour

Kettlefields Primary School is a friendly village school set in a small rural village 3 miles south of Newmarket and 13 miles east of Cambridge. The school draws its pupils from the villages of Dullingham and Stetchworh and close surrounding area but we also take a number of pupils from across the nearby Suffolk border.

Our Mission Statement is highlighted in our school aims and we are constantly striving to provide a school environment which values the achievements of all our children and fosters the development of secure relationships promoting self-esteem, tolerance and concern for others. We firmly believe in a strong partnership between home and school and this is promoted in many ways.

At present, the school has 146 pupils on roll split into 5 mixed year group classes. At the end of Y6, pupils transfer to secondary school, usually Bottisham Village College or Linton Village College with which we have close links. Being a small village school enables us to function as a large 'family', thus giving children the vital feeling of security, particularly in their formative years.

We have a committed and dedicated teaching staff and have substantial TA support across the school. Together, the staff make up an efficient, co-ordinated and flexible team.

The school is friendly and welcoming to all who enter its doors. We work hard to ensure that all who work here feel valued, secure and supported.

Thank you for your interest. If you decide to apply, we look forward to receiving your application. Please complete the application form along with an accompanying letter of application. Your letter of application needs to link directly to the areas listed in the personal and professional specification.

Visits to the school are encouraged and can be arranged through the school office. If you are unable to visit we would suggest you phone the Head to have an informal discussion about the post.

We know that completing applications can be time-consuming and we thank you in advance for your time. We look forward to meeting you at interview, should your application be successful.

Yours sincerely

A Gadsby

**Mrs A Gadsby
Head Teacher**

*Kettlefields is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any conditional offer of employment will be subject to **Disclosure & Barring Service (DBS)** checks formerly ISA and Enhanced Criminal Disclosure from the Criminal Records Bureau (CRB); two satisfactory references; confirmation of identity, qualifications and teaching status (QTS), eligibility to work in the UK and relevant Health checks.*

Candidates should indicate an acceptance of, and a commitment to, the principles of the Council's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community, including the provision of equality of access to educational opportunities to children regardless of race, gender or disability.

The Candidate

Personal & Professional Specification:

Qualifications & Experience:	Essential	Desirable
<ul style="list-style-type: none"> Qualified Teacher Status – recognised by DfES * *For trainee teachers successful completion of QTS is essential before starting in September 2026 	Y	
<ul style="list-style-type: none"> Evidence of at least Good (or Outstanding) classroom practice from lesson observation / previous performance management / Teacher Training or ITT placements 	Y	
<ul style="list-style-type: none"> Evidence of further professional or personal development. 		Y
<ul style="list-style-type: none"> Experience of teaching in KS1 or KS2 	Y	
<ul style="list-style-type: none"> Range of teaching experience across Key Stages 		Y
<ul style="list-style-type: none"> For experienced teachers & where relevant, evidence of at least two years successful performance management (Outstanding or Good for classroom practice.) 	Y	
<ul style="list-style-type: none"> Eligibility to work in UK 	Y	
<ul style="list-style-type: none"> Qualified to Degree level 	Y	
Knowledge, Skills & Attributes:		
Evidence of		
<ul style="list-style-type: none"> A positive approach to behaviour management 	Y	
<ul style="list-style-type: none"> A good understanding of Inclusion / SEN 	Y	
<ul style="list-style-type: none"> Actively promoting high standards of attainment for all pupils 	Y	
<ul style="list-style-type: none"> A good understanding of assessment for learning 	Y	
<ul style="list-style-type: none"> Ensuring that learning is relevant, fun and wide ranging 	Y	
<ul style="list-style-type: none"> High standards of display and classroom organisation 	Y	
<ul style="list-style-type: none"> An ability to monitor & evaluate the curriculum 	Y	
<ul style="list-style-type: none"> Effective ICT skills to support teaching & learning 	Y	
<ul style="list-style-type: none"> Skills to promote good relationships with colleagues, pupils, parents, governors and management team 	Y	
<ul style="list-style-type: none"> Ability to communicate effectively in speech and writing to a wide range of audiences 	Y	
<ul style="list-style-type: none"> Being enthusiastic, positive, adaptable, calm and persevering with a sense of humour 	Y	
<ul style="list-style-type: none"> Ability to manage change 	Y	
<ul style="list-style-type: none"> Ability to manage self: prioritise own time, be well organised to achieve deadlines with attention to detail 	Y	
<ul style="list-style-type: none"> Setting and achieving demanding personal goals 	Y	
<ul style="list-style-type: none"> Some experience of providing support and pastoral care for children 	Y	
<ul style="list-style-type: none"> Willingness to become involved in the extracurricular life of the school 	Y	
<ul style="list-style-type: none"> Good attendance and punctuality record 	Y	
<ul style="list-style-type: none"> Experience of leading and raising standards in a curriculum subject 		Y

The following must be completed and brought with you if you are called to interview:

PRIVATE AND CONFIDENTIAL DISCLOSURE OF CRIMINAL RECORD AND DISQUALIFICATION DECLARATION FOR EARLY AND LATER YEARS SETTINGS

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job): _____ and given to (name) : Claire Addison in a sealed envelope.

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000. The school's policy on the recruitment of ex-offenders is available [on request] [on the school website].

If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Disqualification and Disqualification by association

This position may bring you into contact with children in Early and/or Later Years. You are therefore required to be familiar with the DfE statutory guidance **Disqualification under the Childcare Act 2006**. By signing this form you confirm that you are not disqualified and, to the best of your knowledge, no one who lives or works in the same household as you is disqualified. If you are appointed you will be required to inform the headteacher immediately if you become disqualified or if you become aware that anyone who lives or works in your household becomes disqualified.

Spent and Unspent Convictions Cautions Warnings and Reprimands except those "protected"

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Offence	Date	Court	Sentence/Penalty

Pending Prosecutions

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Alleged Offence	Appearance Date	Court

Prohibition from teaching (if teaching post)

I confirm that I **am** / **am not** (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

I certify that I have read and understood this form and to the best of my belief the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in post, with possible referral to the police.

Signature: _____ Date: _____

Full Name (please use capitals): _____

If you are appointed this form will be retained on your personal file for the duration of employment. If you are not appointed it will be securely destroyed.



Main Pay Range Teacher Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher:

1. Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety and discipline

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.