



MARCH 2026

# Reception Teacher Recruitment Pack

Pinchmill Primary School



*Excite, Inspire, Engage, Achieve!*

Pinchmill Primary School  
The Old Road, Felmersham, Bedford MK43 7JD  
[www.pinchmill.beds.sch.uk](http://www.pinchmill.beds.sch.uk)

# Table of Contents

- 3 Welcome from the Head Teacher
- 4 Pinchmill Primary School: About Us
- 6 Job Description
- 9 The Application Process



# Welcome from the Head Teacher

Thank you for expressing an interest in the role of Reception Teacher

Everyone involved with Pinchmill knows it is a special place.

Pinchmill Primary School is a small village school located in Felmersham, deep in the beautiful North Bedfordshire countryside. This makes it a wonderful place to be, but it is the ethos and atmosphere which are even more striking. "Nurturing" is a word that I frequently hear when discussing Pinchmill.

The School's motto is "Excite, Inspire, Engage, Achieve!", and the emphasis is very much on the all-round happiness and wellbeing of all the children.

All members of the Governing Body are fully committed to supporting the Leadership team in continuing to develop the provision for our children, ensuring they can become confident and enthusiastic learners who are ambitious, caring and kind.

If you wish to discuss the post further, please contact our Business Manager, Mrs Krystal Perry, for an informal discussion or to arrange a tour, on 01234 781371, or at [kthompson@pinchmillprimary.co.uk](mailto:kthompson@pinchmillprimary.co.uk).

I look forward to receiving your application.

Kind regards,

Victoria Bailey  
Head Teacher



# Pinchmill Primary School: About Us

Pinchmill Primary School provides education for up to 115 children aged from 5 to 11 years, plus 26 children aged from 2 to 4 years in Pre-School.

## Year groups

Each main year group has up to 15 children, who are grouped in classes as follows:

- Hedgehogs (Reception)
- Squirrels (Years 1 and 2)
- Foxes (Years 3 and 5)
- Owls (Years 5 and 6)

We are currently undersubscribed in some years, which is something which we are aiming to address by implementing our strategic improvements.

## Location and History

The School is situated in the village of Felmersham in North Bedfordshire, which has a population of 800. The School was opened in 1974 as a Lower School and became a Primary School in 2017 when Bedford Borough moved from three to two tier education. In 2019 the Pre-School, which had been independently run, was merged with the main school.

## Facilities

The School has four classrooms, a Pre school class, one large hall, a large new library, an art room, two group rooms and resource areas. Two of the classrooms are in a modern Key Stage 2 building which was added in 2017. The School serves the surrounding villages and the town of Rushden. Outside provision is good with a playground marked out for games, a shelter, a small school field and various gym trails.

The School benefits from a School Hall that is larger than average for its number of pupils. This is a result of the dual purpose of the Hall. It is also the Felmersham and Radwell Village Hall. The School is guaranteed exclusive use of the Hall during school hours.



## Current children

On roll	75 School plus 14 Pre-School
Attendance: All pupils to date (25/26)	97.2%

## Current staff

Class Teachers	5
Teaching Assistants	5
Pre-School Leader	1
Pre-School Assistants	1
Business Manager	1
Behaviour Lead	1
Lunchtime Supervisors	2



# Job Description

<b>Job Title</b>	<b>Reception Class Teacher</b>
Salary	MPS 1-6 (Fixed Term to possibly Permanent, Full time contract ECTs welcome to apply)
Job Purpose	The Reception Teacher will be responsible for providing and delivering high-quality teaching and effective use of resources.
Responsible to	The Head Teacher

## Main duties and responsibilities

### Main purpose

The Reception Teacher will be responsible for, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

The Reception Teacher will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

## Main duties and responsibilities (continued)

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### Teaching and Learning

- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- To ensure that all teaching and teaching support staff are equipped with the necessary skills to address the learning needs of all the pupils in the school, using in-service training where appropriate
- Work with the Head Teacher and Behaviour Lead to develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents. etc.)

### Other areas of responsibility

- Subject Lead for a core subject
- Subject Lead for two foundation subjects (to be decided) depending on candidate

## Personal Specification

Criteria	Expected/Essential
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>▪ Degree</li> <li>• Successful primary teaching experience in Foundation Stage, this could be placement experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching within the primary phase, including evidence of outstanding teaching directly linked to Foundation Stage delivery</li> <li>▪ Implementing teaching and learning strategies to improve quality and pupil attainment</li> <li>▪ If appropriate Subject Lead for a core subject and foundation subject</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery</li> <li>• Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li> <li>• Excellent communication and organisational skills</li> <li>• Good IT skills</li> <li>▪ Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ High expectations for all pupils and belief in bringing out the best in all</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>▪ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> <li>• To have a good sense of what it means to work effectively in a small team</li> </ul>

# Application process

Visits are warmly welcomed by the Head Teacher.

Please contact the school office on 01234 781371, alternatively, email the Business Manager. Mrs Krystal Perry. at [kthompson@pinchmillprimary.co.uk](mailto:kthompson@pinchmillprimary.co.uk)

**Application deadline: TBC**

**Start date: September 2026**

Pinchmill Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Completed applications should be addressed to the Head Teacher  
[vbailey@pinchmillprimary.co.uk](mailto:vbailey@pinchmillprimary.co.uk)

For further information, please visit our website [www.pinchmill.beds.sch.uk](http://www.pinchmill.beds.sch.uk)

Pinchmill Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted.



Pinchmill Primary School, The Old Road, Felmersham, Bedford MK43 7JD

Visit our website: [www.pinchmill.beds.sch.uk](http://www.pinchmill.beds.sch.uk)

Follow us on Twitter: @Pinchmillower

---