



Appointment Brief for
Class Teacher (Maternity Cover)

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Dear Applicant,

Re: Class Teacher Vacancy –Lanchester Primary School

Thank you for your interest in applying to Lanchester Primary School for the position of Class Teacher (Maternity Cover). We are looking to appoint an enthusiastic and self-motivated primary teacher who is passionate about education in a way that inspires and motivates learners.

Lanchester Primary School is a very well regarded school in central Watford, having had a very positive Ofsted inspection in July 2019. Along with our two sister schools, we have now joined the Danes Educational Trust. You will be joining the school at a time when we will be reaping the huge benefits of our involvement with Danes.

Our vision at Lanchester is that every child is valued, celebrated and encouraged to be the best version of themselves that they can be. Our children realise their full potential through taking pride and having fun in their learning. In so doing, they grow into confident citizens of their world, who can make a positive difference.

We inspire our children to enjoy their childhood, while becoming:

- Independent, resilient, lifelong learners
- Thriving, adaptable and aspirational people
- Caring, considerate and respectful members of society.

We are a two-form entry primary school situated near the centre of Watford with excellent transport links into / from London, we are also close to the M25. You can visit our school website: www.lanchestercfs.org.uk for further information about the school.

The governors and myself are committed to the well-being and continuing professional development of all members of staff. This role would provide an excellent opportunity for an outstanding and ambitious person. DET has a track record of excellent pupil attainment and achievement and offers exceptional professional development opportunities both within the Trust and School. More information about the Trust can be found [here](#).

Yours sincerely ,

Mr John Dibden
Principal





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Jupiter Primary School, Lanchester Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title: Class Teacher

Line Manager: Headteacher

Pay Range: MPS / UPS

Work Pattern: Full Time

Core Purpose

- Be responsible for the learning and achievement of all learners in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in outcomes and conduct
- Treat learners 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 learners
- 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 (2012)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching, Learning and Assessment

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of learners' you teach
- Be aware of learners' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how learners learn
- Have a clear understanding of the needs of all learners, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the confident use of spoken English (oracy)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for learners of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure learners' progress
- Give learners regular feedback, both orally and through accurate marking, and encourage learners to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding learners have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Job Description





Behaviour, Safety and Pastoral Care

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Establish a safe, purposeful and stimulating environment for learners, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge learners
- Maintain good relationships with learners, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of learners
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Fulfil Wider Professional Responsibilities

- Lead a designated subject (See separate subject leaders job description)
- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to learners' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on learners' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Job Description continued.





Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Headteacher

Contacts

The post holder will work with children, teachers and other LSPs, the Senior Leadership Team and the Administration team of the school and the Trust. In addition, from time to time they will work representatives from outside agencies, parents and carers, governors and staff from other settings that feed into the school.

Job Description continued.





We are looking for ...

Knowledge, Experience and Training

Essential:

- UK Qualified Teacher status (QTS)
- Evidence of professional development/teacher training course
- Recent teaching experience in a school (if not state placements)
- Evidence of participation in professional development or study
- Up to date knowledge of relevant Key Stages and National Curriculum requirements
- What constitutes quality and high standards in learning and teaching
- Inclusion and strategies for engaging all learners
- What constitutes appropriate and successful relationships with children
- Achieving and sustaining high standards
- Effective organisational skills
- Understanding of effective assessment practices
- Understanding of safeguarding procedures and child protection methods and responsibilities
- High Expectations
- Ability to teach effectively across the age and ability ranges
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Works well within and contributes to team development
- Effective behaviour management skills
- Communicates effectively (both orally and in writing) to a variety of audiences
- Creates a positive, supporting and effective learning environment
- Ability to communicate well with pupils, staff, colleagues and parents
- Passionate about learning, teaching and assessment
- Have sensitivity and tact
- Be enthusiastic in specialist field
- Flexible team player
- A natural aptitude to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'*.

Criminal Records Check –Disclosure & Barring Service (DBS) All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that all convictions must be declared, including those that would generally be regarded as 'spent'. A disclosure from the Disclosure & Barring Service (DBS) will be sought as part of the school's preemployment checks. The DBS will provide a report to you and the Local Authority on whether you have any criminal convictions, including cautions and bind-overs

We can offer a range of benefits including:

- Exceptional CPD opportunities
- We run a strong and robust induction programme for Early Career Teachers (ECTs). We have a vast experience of working with ECTs and we see ECT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Occupational Health
- Free parking
- Staff Committee that organise regular social events



Benefits





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Principal:
John Dibdin

<https://www.lanchestercfs.org.uk/>



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