



De Havilland Primary School

Appointment Brief for Key Stage 1 Class Teacher

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





De Havilland Primary School

Dear Applicant,

Re: Key Stage 1 Class Teacher Vacancy – De Havilland Primary School January 2022

Thank you for your interest in applying to De Havilland Primary School for the position of Key Stage 1 Class Teacher. 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. This is a fixed term, part time appointment employing the successful candidate from January 2022 until May Half Term 2022.

De Havilland Primary School is a rapidly improving school. Following the school's Ofsted inspection in July 2019, the school has now joined Danes Educational Trust. A new Head of School and Executive Headteacher are in post and you will be joining the school at a very exciting time in its development.

Our vision is that De Havilland will become a primary school of excellence, where every child is both challenged and supported to achieve their potential. We believe every child should be inspired by a rich and varied curriculum which focuses on establishing the highest standard of core skills, whilst developing independent and flexible learners.

We are a well-resourced two-form entry primary school situated in the heart of Hatfield with excellent transport links into / from London, we are also close to the M25. You can visit our school website on www.dehavilland.herts.sch.uk for further information about the school.

The school serves a socially, culturally and ethnically diverse community. We have high expectations for our pupils and want to ensure that we provide the best possible education so that our pupils achieve academically and have the best possible start to their secondary school education.

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. To find out more please visit the Trust website. www.daneseducationaltrust.org.uk

The successful candidate must be able to demonstrate that they share our values and are highly motivated to work with colleagues within school to support the learning of a child with additional needs. If this is you then we would be delighted to receive your application.

We will be conducting interviews on site on 8th November 2021 for shortlisted candidates.

We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

If you have any questions or would like to discuss this position in more detail with me prior to applying, then please contact Dawn Gamble, Recruitment Manager at: recruitment@daneseedtrust.org.uk and we will arrange to contact you.

Thank you very much for your interest in this position.

Yours faithfully,

Mrs Sarah King
Headteacher





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, Onlsow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Lanchester Primary School, Jupiter 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: Key Stage 1 Class Teacher
Line Manager: Key Stage 1 Phase Leader
Fixed Term Contract until 27.05.2022
Pay Range: MPS plus outer fringe allowance
Work Pattern: Part – Time 3 days a week



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.





In particular, teachers at UPS will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

See separate DEH UPS Expectations Guidance 2021

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher / Phase Leader
- Meet the Teacher's Standards (2012) (copy attached)

Note

- This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Job Description continued.



DANES EDUCATIONAL TRUST



Our Vision

At 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 Principles

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

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 on a day to day basis by their phase leader. Their deployment and appraisal is managed by the Phase Leader and/or 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.



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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 pre-employment 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.

Person Specification



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De Havilland School

De Havilland is situated on the southern edge of Hatfield in close proximity to Hatfield House Park and the Hatfield Campus of the University of Hertfordshire.

We are a 2-form entry school with our own Nursery. We have approximately 450 pupils on roll. We also have a Children's Centre and private pre-school on site.

The school building itself contains well proportioned, self-contained classrooms all equipped with interactive whiteboards and a good level of learning resources. The school has a music studio; a purpose built children's kitchen, 2 halls, library and mobile I.T. facilities, including Chrome Books.

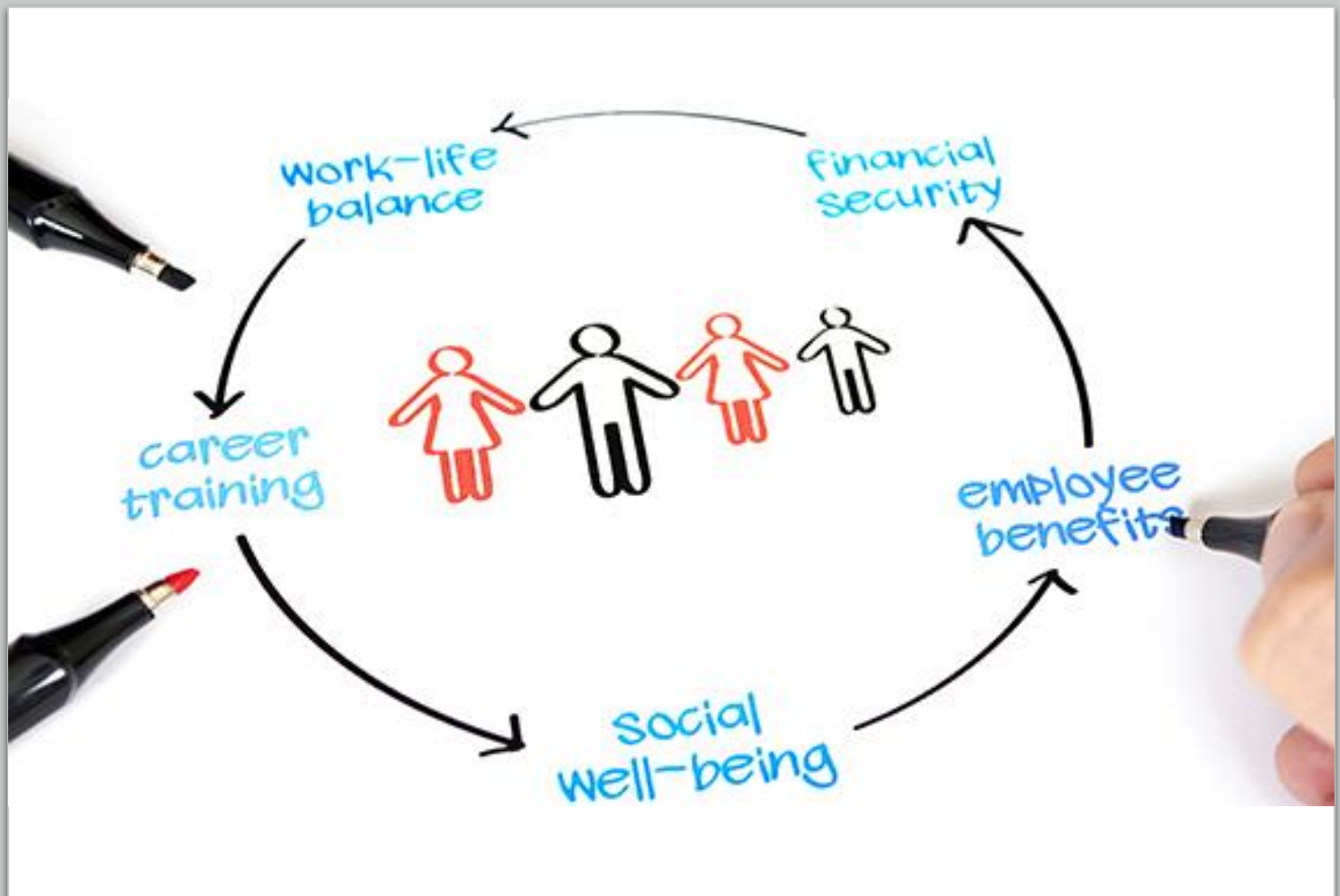
The school is set in generous grounds. Ongoing developments are improving its use to support learning, social and physical development and sporting achievement. Current highlights include our self-contained Early Years outdoor play area, adventure outdoor play equipment installations, a wildlife environmental area, a dedicated woodland area and a sports arena.

The teaching staff includes a Headteacher, 2 Assistant Headteachers, full and part time Teachers supported by Learning Practitioners. The school also employs a Sports Coach, School Counsellor and a Family Support Practitioner.

Further details about De Havilland Primary School may be found on our [website](#). Enquiries by telephone are welcome.

We can offer a range of benefits including:

- Exceptional CPD opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- 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
- 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
- Cycle to Work Scheme
- Occupational Health
- Free Parking
- Regular social events



Benefits



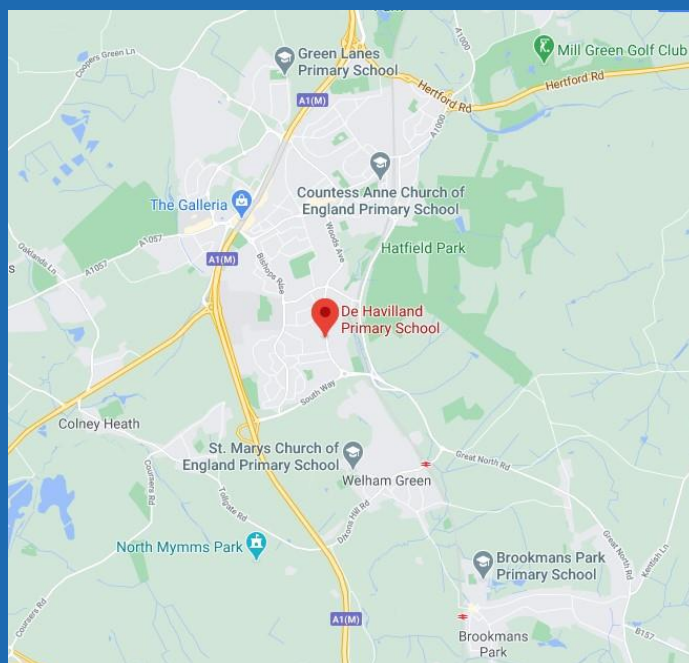


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De Havilland Primary School,
Travellers Lane
Hatfield
Hertfordshire
AL10 8TQ

Headteacher:
Sarah King

<https://dehavilland.herts.sch.uk/>



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