

# Class Teacher Recruitment Pack





# WELCOME

We are looking for an enthusiastic, dynamic and skilled class teacher to teach in our Key Stage Two.

In return, we offer a supportive and friendly team with professional development opportunities. We encourage potential candidates to book a visit to the school where we will be happy to show you around.

Martins Wood Primary school is part of Ivy Learning Trust, a family of schools dedicated to giving children a great education.

# MARTINS WOOD PRIMARY

---

We believe that **Martins Wood Primary School** is a very special place. Our impressive facilities, spacious building and grounds along with a dedicated and enthusiastic staff all help to create an attractive and enriching learning environment for all - from the two year olds in our pre-school through to the eleven year olds in Year Six



**Inspiring  
an  
ambition  
to learn**

*“Pupils receive a good quality of education. They enjoy coming to school and are happy in their work and play. They like the fact that teachers make learning interesting and enjoyable. Pupils talk enthusiastically about the wide range of sporting and creative opportunities that they have in and after school.”*

~ Ofsted, November 2021

# KEY INFORMATION

---

**Age range:**

2 to 11

**Location:**

Stevenage, Hertfordshire

**School type:**

Sponsored academy  
Ivy Learning Trust

**Pupils on roll:**

578

**Children eligible for FSM:**

14.3%

**2024 phonics results:**

75% passed the Year 1 check

**2024 KS2 results:**

44% achieved expected  
standard (combined)

**Ofsted:**

Inadequate, November 2021



*“Children in early years get a good start to early education. Children’s social and emotional needs are identified first and foremost, so that they are ready for learning. Parents and carers spoken with commented on how quickly their children have settled.*

*~ Ofsted, November 2021.*

# IVY LEARNING TRUST

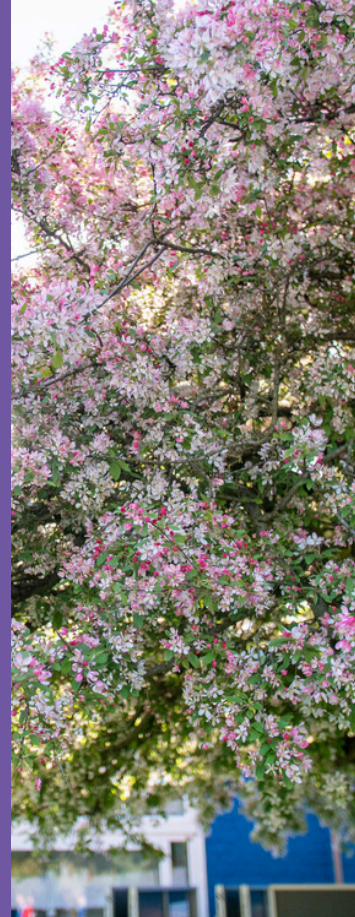
---

## Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

## We have four guiding principles:

- We are one family of schools
- Good education is a birthright
- We make it easy to make a difference
- Local leaders know their communities best



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

# OUR SCHOOLS



# 15

*Good or Outstanding*

# 2

*Sponsored Academies*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2020)
2. Brimsdown	Enfield	2017	Good** (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good* (2023)
6. Walker	Enfield	2019	Good** (2023)
7. The Wroxham	Hertfordshire	2019	Good* (2024)
8. Woodside	Hertfordshire	2020	Good (2019)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2016)
12. Martins Wood	Hertfordshire	2022	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
14. Round Diamond	Hertfordshire	2023	Outstanding (2017)
15. Windhill21	Hertfordshire	2024	Outstanding (2018)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

\*denotes number of Outstanding features. *Schools inspected since joining Ivy.*

# WHAT WE OFFER OUR STAFF

---

Our staff are our most valuable asset. As a member of our team, your expertise will have a significant impact on pupil outcomes.

- Mentorship and support from the Headteacher and Trust's School Improvement Team, and the opportunity to work with an active and engaged Local Governing Board.
- A tailored CPD package designed to support you in your role and in your future career aspirations.
- Professional, external coaching for all senior leaders.
- A firm commitment to your continuing professional development, including opportunities to collaborate and contribute within the Trust.
- An experienced, committed and ambitious team who offer detailed support.
- A range of opportunities for career progression within the Trust.
- A staff growth strategy and employee assistance programme that prioritises your mental health.
- Superb children who are motivated, interested and keen to learn.



# JOB DESCRIPTION

---

## Overall purpose of the post:

- To teach a class of primary pupils with regard to their educational, physical, emotional and social needs.

## Main duties and responsibilities:

- To carry out professional duties as listed below, under the reasonable direction of the Executive Headteacher and Head of School.
- To carry out specific tasks as reasonably requested by the Executive Headteacher and Head of School from time to time.

## Teaching

- To deliver the school's curriculum, including the National Curriculum, literacy and numeracy frameworks and R.E., and to work in accordance with the school's aim, philosophy and policies.
- To plan and prepare lessons having regard to the curriculum of the school.
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.
- To mark work carried out by pupils in school.
- To set and mark work for pupils excluded from school or absent for a length of time.
- To use Assessment to inform future teaching and learning.

## Assessments and Reports

- To assess, record and report on the development, progress and attainment of pupils.



# JOB DESCRIPTION

---

- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils.
- To communicate and consult with the parents of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose.

## Pastoral Care

- To promote the general progress and well-being of the pupils in the class assigned to him/her.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

## Discipline, Health and Safety

- To maintain discipline and encourage self-discipline amongst pupils and to be responsible for the behaviour and discipline of the pupils in his/her care.
- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere.

# JOB DESCRIPTION

---

## Review (further Training and Development)

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for his/her further training and professional development as a teacher.
- To participate in arrangements for his/her performance management and that of other teachers.
- To participate in induction and supervision arrangements.

## Education Methods

- To advise and co-operate with the Executive Headteacher and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the curriculum.

## Staff Meetings

- To participate in school meetings which relate to curriculum or the administration or organisation of the school, including pastoral arrangements.

## Management and Administration

- To take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Teaching Assistants, parent helpers.

# JOB DESCRIPTION

---

- To attend assemblies, register the attendance of pupils and to supervise pupils before, during and after school sessions if required.
- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers.

## Public Examinations

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such exams, recording and reporting assessments.

## Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
  - When the teacher who is absent or otherwise not available has been so for three or more consecutive days; or
  - When it is known to the Governing Body that the teacher would be absent or otherwise not available for two or more working days before the absence commenced;
  - With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the teacher may be required to provide cover.

## Working Time

- To be available for work for 195 days in any school year, specified by the Executive Headteacher, of which 190 days shall be days on which he/she may be required to teach in addition to carrying out other duties.

# JOB DESCRIPTION

---

- To be available to perform such duties at such times and such places as may be specified by the Executive Headteacher and Head of School for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available.
- To be allowed a break of reasonable length either between school sessions or between the hours of 12pm and 2pm.
- To work such additional hours as may be needed to discharge effectively his/her professional duties, including, in particular, marking work, writing reports, preparation of lessons, teaching material and schemes of work.

## Contacts

Children, Executive Headteacher, Deputy Head, Assistant Heads, Teachers, Admin staff, Teaching Assistants, Early Years Practitioners, Parents, Governors, Support Services, Educational Psychologist, Site Manager, Cleaners, Students, Midday Supervisory Assistants.



# JOB DESCRIPTION

---

## All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Follow the Code of Conduct for Employees at all times.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

All schools and services in the Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the Trust are expected to share this commitment. The post holder shall ensure that the duties of the post are undertaken with due regard to the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post and is not a contract of employment, nor any part of it. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

# JOB DESCRIPTION

---

## Employees will be expected:

- to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- to work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- to provide emergency back-up cover in the event of staff absence.

## Notes

This job description has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of Ivy is changed.

The post-holder may be required to work in any of the offices / schools / nurseries within Ivy, as directed by the CEO.



# DETAILS AND TIMELINE

---

**Contract Type:**  
Permanent, Full-Time

**Salary:**  
£31,650.00 - £43,607.00

**Closing Date:**  
7 February 2025

**Interview Date**  
W/C 10 February 2025



This post has a minimum requirement of two references which must be your current or most recent employer.

Martins Wood Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

*To apply for this role, please submit your application by the closing date.*

*Visits to the school are welcome.*

*Please call 01438 222602 or email [admin@martinswood.herts.sch.uk](mailto:admin@martinswood.herts.sch.uk) to arrange a visit or speak with the Headteacher.*