

# Nursery Class Teacher Recruitment Pack





# WELCOME

We are looking for an enthusiastic, dynamic and skilled nursery class teacher to join our team.

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

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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

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**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

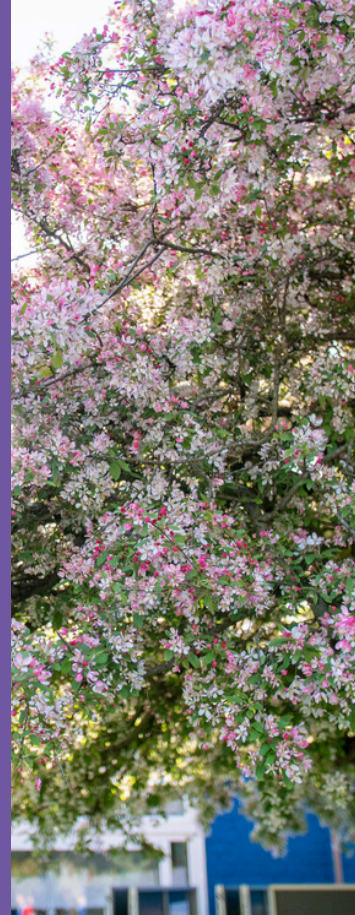
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## Our Vision

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

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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

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## Overall purpose of the post:

- To plan, resource, mark and assess work as set out in the school curriculum policies and in line with statutory guidance.
- To observe and monitor pupil progress, maintain records, adapt provision and seek advice where needed.

## Main duties and responsibilities:

- To adhere to the DfE Teacher Standards and follow school policy and procedures.
- To promote and support teaching and learning as set out in the Teaching and Learning Policy and other school guidance and policy.
- Ensure a warm, welcoming and safe environment is created and maintained.
- To report regularly to your Achievement Leader.
- To manage and direct additional adult support within the classroom in order to maximise children's development.
- To impact in a positive and enthusiastic way on the staff team, being a fully integrated member of the year team and whole school staff.
- To communicate effectively and positively with parents and the wider school community.
- To ensure effective transition to the next year group by maintaining good records and ensuring that they are passed onto the next teacher.
- To be committed to own professional development, attending courses and taking an active interest in educational research.
- Specific duties may change at the discretion of the Headteacher and within the conditions of your employment.
- To undertake any other reasonable duties as directed by the Headteacher.



# JOB DESCRIPTION

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## 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.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of 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. Whilst every effort has been made to explain the main duties and responsibilities, each individual task undertaken may not be identified.

## Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

# PERSON SPECIFICATION

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Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree and Qualified Teacher Status.</li><li>• Demonstrate commitment to own further professional development.</li><li>• Relevant further professional qualifications / CPD relevant to this post.</li><li>• Knowledge of recent developments in education / a good understanding of the national picture in education.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Understanding of how children learn and aspirational expectations for their achievement.</li><li>• Able to motivate others to close gaps in learning and achievement.</li><li>• Experience of accelerating progress of all pupils in a classroom environment.</li><li>• Demonstrate experience of reflecting on and improving their own teaching to increase achievement.</li><li>• Experience and commitment to developing positive partnerships with parents, colleagues within the Trust and the wider community.</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Able to identify gaps in teaching and learning.</li><li>• Able to write engaging and progressive curriculum plans.</li><li>• Up to date knowledge of the primary curriculum.</li><li>• Up to date knowledge of assessment for learning strategies.</li><li>• Up to date knowledge of assessment at the end of each key stage.</li><li>• Up to date knowledge of innovative teaching using IT to promote learning and accelerate progress.</li><li>• Evidence of innovative practice to influence the engagement of children through curriculum topics.</li></ul>

# PERSON SPECIFICATION

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Criteria	Qualities
	<ul style="list-style-type: none"><li>• Demonstrate how they have personalised and adapted the curriculum to ensure access for all.</li><li>• Expect and promote high standards of behaviour.</li><li>• Able to understand and use data to inform teaching and learning.</li><li>• Good understanding / experience of inclusion issues as they affect a class teacher.</li><li>• Able to plan and deliver good to outstanding lessons.</li><li>• Knowledge and understanding of the factors and interventions which support high attainment for all pupils.</li><li>• Understanding of the importance of and commitment to promoting Equal Opportunities for all children.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Excellent classroom practitioner.</li><li>• Good communication, planning and organisational skills.</li><li>• Flexible, innovative and creative.</li><li>• Excellent subject knowledge, especially in English and Maths.</li><li>• Act as a role model to staff and pupils.</li><li>• Self-motivation to drive own workload, continually improve standard and strive for excellence.</li><li>• Genuine passion and belief in the potential of every pupil.</li><li>• Able to motivate and inspire others.</li><li>• Enthusiastic and positive.</li><li>• Commitment to school and Trust ethos.</li><li>• Ability to maintain a high standard of performance, professionalism and a sense of humour while working under pressure.</li></ul>

# DETAILS AND TIMELINE

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**Contract Type:**  
Part-Time/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.*