



## Appointment Brief for Reception Class Teacher (ECT)





Dear Applicant

#### ECT Class Teacher Vacancy – Ascot Road Primary School

Thank you for your interest in our current vacancy at Ascot Road Primary School. Our school pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.

We are a happy and diverse school in West Watford with a dedicated and hard-working team focused on providing the best possible education for our pupils. We want our children to have special and happy memories of their time at Ascot Road and value highly the positive relationships we build between children, parents, staff and governors and our neighbouring communities. Our school is a happy, stimulating and caring place and we expect high standards of behaviour and good manners throughout the school.

Pupils only get one chance at Primary education and we want this to be the best it can be. Learning together, we respect each other's values and traditions and strive to create an inclusive and safe environment that guides and stimulates our children to achieve through enjoyment.

Hopefully by exploring our website you can gain an insight into life at Ascot Road and some of the experiences we enjoy together. If you would like to know more, about the vacancy or the school, please get in touch. We would be delighted to hear from you.

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

Natalie Beere  
Head of School

*....making the difference together*





## JOB DESCRIPTION

<b>Job Title:</b>	ECT Teacher
<b>Line Manager:</b>	Headteacher
<b>Pay Range:</b>	ECT
<b>Work Pattern :</b>	Full Time
<b>Start Date:</b>	September 2024



### 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.





## JOB DESCRIPTION Cont.



### 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
- Manage classes effectively, using approaches which are appropriate to learners' needs in order to inspire, motivate and challenge learners
- 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 Cont.



### **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





## JOB DESCRIPTION Cont.



### 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 agencies as appropriate to fulfil the role.



### Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate (Arbor).
- 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. 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





## JOB DESCRIPTION Cont.



### **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, parents, staff, Trust Central staff and relevant external agencies as appropriate to fulfil the role.





## PERSON SPECIFICATION

We are looking for ...

### Knowledge, Experience and Training

- UK Qualified Teacher status (QTS) or working towards QTS and experience with 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 and knowledge of what constitutes quality and high standards in learning and teaching
- Inclusion and strategies for engaging all learners
- Achieving and sustaining high standards and encouraging high expectations of learners
- Effective organisational skills
- Understanding of effective assessment practices
- Understanding of safeguarding procedures and child protection methods and responsibilities
- Ability to teach effectively across the age and ability ranges
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Ability to work well within and contributes to team/school development
- Effective behaviour management skills
- Ability to communicate effectively (both orally and in writing) to a variety of audiences
- Create 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 and a 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.







## SCHOOL SUMMARY

### ASCOT ROAD PRIMARY SCHOOL

Ascot Road Primary School is a 2-form entry school situated in West Watford. There are approximately 380 pupils on roll from Reception to Year 6.

The school opened in 2015 with just its Reception year and has grown each year to its current full capacity. The school has a close community and highly values our relationships with parents, working in partnership to provide the best education possible for our children. Our team of amazing staff are supportive of each other and recognise the important role everyone plays in the school. People visiting the school regularly comment on the calm, happy and positive atmosphere that runs through the school and how welcoming the staff are.

All the rooms at Ascot Road are named after tube stations and every space is utilized as a learning space. As well as our well-equipped classrooms, all with interactive whiteboards, visualizers, we encourage children to take their learning outside wherever possible. Further details about Ascot Road may be found on our website and enquiries by telephone are welcome.





## BENEFITS

**We can offer a range of benefits including:**

- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension
- 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 Service
- Free parking





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, 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





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### Recruitment

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