



Duncombe  
School

An Independent Preparatory  
School and Nursery

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# Full-time Lower KS2 Teacher

## Maternity Cover - September 2018 Start

### Job Description

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<b>Job Title:</b>	Full-time Lower KS2 Teacher
<b>Reporting To:</b>	Headmaster / Joint Head of Lower School / Deputy Head / Deputy Head (Academic)
<b>Internal Contacts:</b>	All school non/teaching employees, pupils
<b>External Contacts:</b>	Education establishments, suppliers, parents



#### HISTORY OF THE SCHOOL AND GENERAL INFORMATION

Duncombe School was founded in 1939 by local teacher Lily Taylor, who opened with just eight pupils.

The school quickly outgrew its premises in Pegs Lane, Hertford, and moved to a larger building in Westfield Road, Bengoe. In 1951, we moved to our present Palladian-style mansion and extensive grounds in Bengoe, just outside Hertford.

In 1973, the then-owners decided to close the school and sell the valuable site to property developers. The decision enraged parents – among them Sir Peter Davis. Led by Reg Davies, who became Chairman of Governors, they raised the large sum needed to buy the site and ran the school themselves.

The trustees relinquished control in 2006 and sold the school to the leading schools group Cognita.

The school is structured into three phases, Early Years Foundation Stage (EYFS) for children from age 2 to 5, Lower School for pupils from 5 to 8 and Upper School for pupils from 8 to 11 years.

Facilities include a purpose-built Music Studio, Art Loft, Science Room, Covered Astro Pitch, Accredited Forest School, School Garden and the separate accommodate of “Treetops” for all children in EYFS.

The school aims to develop well-rounded individuals with keen minds, personal skills, social understanding and personal confidence through a wide variety of curricular and extra-curricular activities. The school aspires to deliver an enriched curriculum with a stable, caring Christian community in which pupils are enabled to reach their potential.

We provide a vibrant and happy environment where pupils feel secure and safe, but are willing to be challenged and stretched. We are a school that is prepared to engage and take a lead in the debate about curriculum development, green agenda and current issues.

Our expectation and ambition for our pupils and their families continues to grow.

## **ABOUT COGNITA**

The Cognita journey began in 2004 with a single school, Quinton House, in the United Kingdom and a clear vision for what defines teaching excellence.

The British education system, with its worldwide reputation for quality and rigour, has provided the firm foundation for growth internationally. Cognita’s first expansions outside the UK took place in 2007, with the addition of schools in Spain and Singapore, and since then we have welcomed schools in Hong Kong, Thailand, Vietnam, Brazil and Chile.

Today Cognita are a growing family of 68 schools in eight countries, with more than 30,000 students worldwide.

For more information, please visit [www.cognita.com](http://www.cognita.com).

## **JOB PURPOSE**

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

## **KEY DELIVERABLES**

### **Teaching**

- Teaching pupils assigned to you, registering attendance, supervising, setting and marking work (including examinations) to be carried out by pupils in school or elsewhere.
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing lessons, attending assemblies and attending and leading after school clubs.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of

the purposes described above.

- Maintaining and monitoring display work in appropriate areas of the school.
- Communicating and co-operating with persons or bodies outside the school.

### **Educational Methods**

- Reviewing from time to time your methods of teaching and programme of work.
- Advising and co-operating with the Headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

### **Public Examinations**

- Desired but not essential: Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

### **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.

### **Learning and Development**

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for teacher appraisal.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school in that every child is an individual.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Deputy Head.
- Be proactive in matters relating to health and safety.
- Any other duties and responsibilities as may be reasonably requested.

### **General**

- Maintain good order and promote self-discipline among pupils, with a view to their well-being and safety.

### **PERSON SPECIFICATION**

- UK Qualified Teacher status (QTS)
- High standard of English, Maths and IT skills
- Recent teaching experience in a school (age relevant)
- Knowledge of relevant Key Stages and National Curriculum requirements

- Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- An understanding of safeguarding procedures and child protection methods and responsibilities
- Good behavioural management skills
- Evidence of a commitment to good teaching practice
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Works well within and contributes to team development
- Communicates effectively (both orally and in writing) to a variety of audiences
- Understands and values the processes of planning as an aid to raising standards in teaching and learning
- Evidence of participation in professional development or study

## **TERMS AND CONDITIONS**

### **Hours of Work**

Normal school hours during term-time are 8.30am to 4.00pm Monday to Friday. Start time may be from 8.20am and finish time at 4.30pm on occasions when on supervisory duty. These hours may be changed from time to time by the School. You will receive no extra remuneration for work outside the normal school hours.

### **Salary**

Salary is based on the Duncombe scale and will be commensurate with experience.

### **Holiday**

You shall be entitled to take normal school holidays as holiday with pay (pro rata where applicable). However, you shall work at such times during the school holidays as reasonably required by the School. In particular, you may be required to be present on the last afternoon of term and up to three working days before the start of each term and may be required to attend courses during the holidays. You shall be given reasonable notice of such requirements. Public holidays are additional but the school reserves the right to require you to work on a public holiday.

The holiday year is the academic year (1<sup>st</sup> September to the 31<sup>st</sup> August). Holiday leave entitlement does not accrue therefore you are not permitted to take leave during term-time.

### **Sick Pay**

The School offer the following enhancement to SSP:

<u>Length of Service:</u>	<u>Amount of Pay per 12 months:</u>
Up to 1 year	5 weeks full & 5 weeks half pay
During the second year	10 weeks full & 10 weeks half pay
During the third year	15 weeks full & 15 weeks half pay
The fourth year plus	20 weeks full & 20 weeks half pay

### **Pension**

The School is an accepted school for the purposes of the Teachers' Pension Scheme (i.e. the Department for Education and Skills pension scheme for teachers) administered by Teachers' Pensions and governed by the Teachers' Superannuation (Consolidation) Regulations 1997 as amended. Further details about the Scheme are available from the School's Bursar/Business Manager.

The School makes no other pension provision for any of its teaching staff.

You are included in the Scheme and contributions will be made by the School on your behalf. If you do not wish to subscribe to the Scheme you may opt out provided you inform the School and Teachers' Pensions in writing within the allowed 'opt-out window' as detailed on the TPS Website.

The Opt Out Form can be obtained directly from the TPS Website.

If you have any questions relating to the Teacher's Pension Scheme, please refer to the TPS website [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

## RECRUITMENT PROCESS

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

[www.duncombe-school.co.uk](http://www.duncombe-school.co.uk)

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. Please send your application and a covering letter, **before the deadline of noon on Wednesday 21<sup>st</sup> March 2018** to:

Mrs Emma Webb  
PA to the Headmaster  
Duncombe School  
4 Warren Park Road  
Hertford  
SG14 3JA  
Email: [emma.webb@duncombe-school.co.uk](mailto:emma.webb@duncombe-school.co.uk)

**Interview date: Monday 23<sup>rd</sup> April 2018**

## WELFARE OF CHILDREN

*Duncombe School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.*

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*