

# Class Teacher Recruitment Pack





# WELCOME

We are looking for a teacher to join us at The Wroxham Primary School in Potters Bar.

The successful applicant will join a friendly and supportive team in a school that promotes staff development and a nurturing approach to children's development.

Visits to the school are welcome. Please get in touch with the school office to arrange this.

# THE WROXHAM SCHOOL

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The Wroxham is a friendly, vibrant nursery and primary school in Potters Bar.

Community is at the heart of our school and everyone works together to support and inspire our children, helping them to grow into happy, kind and respectful young people with a passion for learning and life.



## Opening Eyes to Broader Horizons

*“Pupils at The Wroxham are enthusiastic and interested learners. They like to work hard and want to achieve their best. Teachers have high standards and expectations and pupils happily try to live up to them. Pupils trust that staff will always help them.”*

**~ Ofsted, June 2024**

# KEY INFORMATION

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## Age range:

3 to 11

## Location:

Potters Bar, Hertfordshire

## School type:

Academy converter  
Ivy Learning Trust

## Pupils on roll:

222

## Children eligible for FSM:

13%

## 2025 KS2 results:

77% achieved expected  
standard (combined)

## Ofsted:

Good, June 2024



*“Pupils and the staff have friendly and positive relationships. In the playground, pupils show care for one another. Pupils can take on extra responsibilities and relish this opportunity. They realise that they can be a force for good.”*

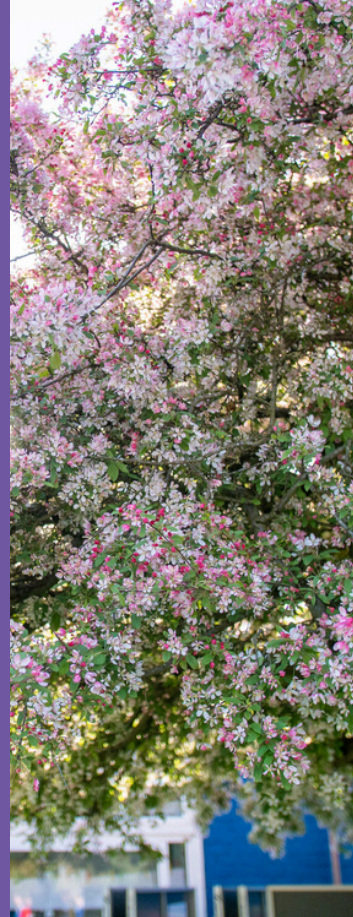
**~ Ofsted, June 2024**

## 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



# 17

*Schools*

*All Good,  
Outstanding or  
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
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 (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

*\*Schools inspected since joining Ivy.*

# WORKING AT IVY



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*Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.*

*~ Ofsted, Crabtree Junior, 2023*

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When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

# JOB DESCRIPTION

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## Overall Purpose of the Post:

- To plan, resource, assess learning 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 Phase and Curriculum Leaders.
- 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 whole school staff.
- To communicate effectively and positively with families 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 contribute to an area of whole school development in line with the school's strategic vision.
- To lead a subject monitoring content across the school and supporting colleagues with delivery.
- To work with other teachers to ensure a consistent approach to learning and assessment across the school.
- To have a good understanding of data, as this will need to be tracked over the academic year.
- To be able to work with other staff to ensure that the values and aims of the school are carried out in the key stage and in all subject areas.
- To consider and support the transition between key stages.

# JOB DESCRIPTION

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- To be committed to own professional development.
- Specific duties may change at the discretion of the Headteacher and within the conditions of your employment.
- To manage Google Classrooms / remote learning (training can be given).
- To undertake any other reasonable duties as directed by the Head.

## 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 of the post, 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>• Commitment to 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>• 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>• Good understanding of primary pedagogy.</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.</li><li>• Up to date knowledge of innovative teaching using IT to promote learning and accelerate progress.</li><li>• Expect and promote high standards of behaviour.</li><li>• Use data to inform teaching and learning.</li><li>• Good understanding of inclusion issues as they affect a class teacher.</li><li>• Ability to adapt lessons to meet the needs of all pupils.</li><li>• Able to plan and deliver effective lessons.</li></ul>

# PERSON SPECIFICATION

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Criteria	Qualities
	<ul style="list-style-type: none"><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>• Willingness to engage with CPD and research to develop excellent subject knowledge and teaching skills, especially in English and maths.</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>• 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:

Permanent, Full-Time

## Salary:

£38,627-£41,075 (FTE)

## Closing Date:

Thursday, 14 May, 2026

## Interview Date

Monday, 18 May 2026

## Our Policies:

[Privacy Notice](#)

[Code of Conduct](#)

[Recruitment](#)

[Safeguarding](#)

The Wroxham 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.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01707 643576  
[admin@thewroxham.net](mailto:admin@thewroxham.net)

