

Class Teacher Recruitment Pack





WELCOME

We are looking to appoint a highly motivated and inspiring teacher. We are seeking a colleague who delivers lessons that provide challenge, creativity and opportunities for deep thinking.

The successful candidate will use effective assessment for learning to raise standards and provide high quality experiences that enable all children to make excellent progress. You will set high personal standards, work collaboratively with colleagues and demonstrate a strong commitment to your own professional development.

At Richard Whittington, you will be part of a highly motivated team dedicated to achieving strong outcomes through an enriched, engaging and challenging curriculum. We are committed to developing our staff through high quality CPD and offer a supportive, friendly and forward thinking working environment, with extensive outdoor grounds.

This post is suitable for both ECTs and experienced teachers.

RICHARD WHITTINGTON

We believe that children thrive through ambition, collaboration and challenge. As a school community, we strive to be the best that we can be by working together, collaborating with other schools and looking outwardly to develop best practice.

Within a caring and nurturing environment, we support each other to be happy, to learn from our mistakes and to engross ourselves in challenging and engaging opportunities.



“Pupils respond well to their teachers’ high expectations of learning and behaviour. They are keen to learn because teachers plan interesting and exciting learning activities for them. Pupils model the school’s values, including ‘wanting to do the best you can in everything you do’. They share their ideas with, and listen respectfully to, other pupils.”

~ Ofsted, November 2019

Aspire
Care and Respect
Collaborate
Question and Reflect

KEY INFORMATION

Age range:

3 - 11

Location:

Bishop's Stortford, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

288

Children eligible for FSM:

15.6%

2025 KS2 results:

80% achieved expected
standard (combined)

Ofsted:

Good, November 2019



“Pupils enjoy attending Richard Whittington Primary School. They are happy, safe and well cared for. Pupils, parents and carers confirm this. Pupils get on well with their classmates, their teachers and other staff. Pupils speak confidently about how adults help them.”

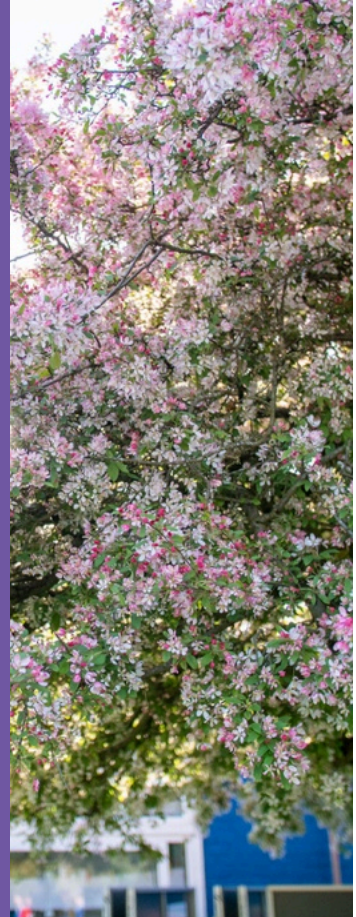
~ Ofsted, November 2019

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



“

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

”

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

Purpose of the Job:

The Teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).
- Meet the expectations set out in the Teacher's Standards.
- Fulfil duties reasonably directed by the Headteacher.

Responsible to: Headteacher / Assistant Headteacher / Senior Leader.

Key Responsibilities:

Teaching:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

JOB DESCRIPTION

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents / carers, colleagues, wider school community and governors.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Monitor quality and standards of resources delegated to them.

JOB DESCRIPTION

Safeguarding:

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Richard Whittington Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. References will be requested for those who are shortlisted.

PERSON SPECIFICATION

Criteria	Qualities
Qualifications and Experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful primary teaching experience
Skills and Knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal Qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

DETAILS AND TIMELINE

Contract Type:

Permanent
Part-Time / Full-Time

Salary:

£34,398 - £52,490

Closing Date:

19 May 2026

Start Date:

September 2026

Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

Richard Whittington 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.

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

01279 657778
admin@whittington.herts.sch.uk

