

# Teacher Recruitment Pack





# WELCOME

We are an outstanding and vibrant school looking for an ECT at the start of their career. You will be working within a fun, supportive and motivated team, who consider wellbeing. We anticipate this contract may be fixed term initially, leading to a permanent contract.

We ensure all our teachers have joint PPA with their year group teams, including an extra setting teacher. We value continued professional development and support all our staff through a variety of strategies. We have a clear and thorough induction process to build initial confidence and awareness of whole school approaches and expectations. As an ECT, you will have a dedicated mentor in school to meet with you regularly. This will be an experienced teacher and you will also receive support from your year group partner.

The school is part of Ivy Learning Trust, a successful multi-academy trust, and this is a great time to join Round Diamond.

# ROUND DIAMOND PRIMARY

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We are a welcoming and happy school where everyone is valued and respected. We have a dedicated, enthusiastic and committed team of staff who endeavour to provide a learning journey that everyone can access and enjoy.

Everyone at Round Diamond consistently works hard to give the very best education, both academically and socially, to our pupils.



*“Pupils are polite, friendly and confident. The values of responsible, determined and successful underpin everything pupils do. Pupils strive to do their very best, even if they find learning challenging. Pupils enjoy their learning, as the staff make it interesting. They live up to the high expectations that staff have of them and achieve well.”*

~ Ofsted, March 2025

**Responsible**  
**Determined**  
**Successful**

# KEY INFORMATION

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**Age range:**

3 to 11

**Location:**

Stevenage, Hertfordshire

**School type:**

Academy converter  
Ivy Learning Trust

**Pupils on roll:**

469

**Children eligible for FSM:**

10.4%

**2025 KS2 results:**

79% achieved expected  
standard (combined)

**Ofsted:**

Outstanding, March 2025



*“The school prioritises staff’s professional development, so they can develop their teaching expertise further. This ensures that the curriculum is taught highly effectively throughout the school.”*

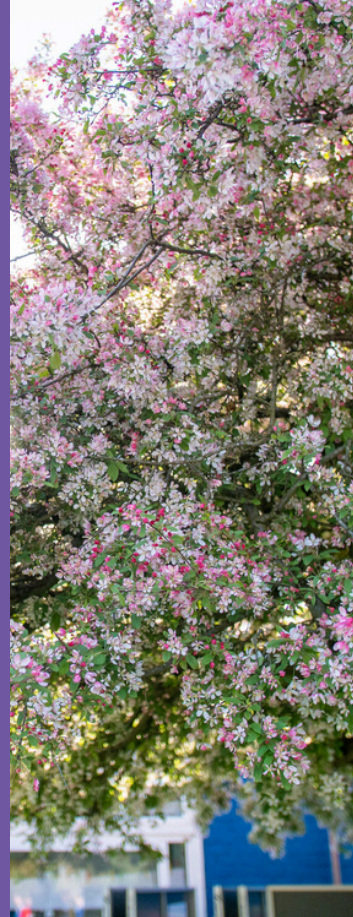
~ Ofsted, March 2025

## 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

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## Main Purpose of the Role

To teach a class of primary pupils with regard to their educational, physical, emotional and social needs.

## General Professional Duties

- To carry out professional duties as listed below, under the reasonable direction of the Executive Headteacher.

## Particular Duties

- To carry out specific tasks as reasonably requested by the Executive Headteacher from time to time.

## Professional Duties: Teaching

- To deliver the school's curriculum, including the National Curriculum, literacy and numeracy frameworks and R.E., and to work in accordance with the school's aim, philosophy and policies.
- To plan and prepare lessons having regard to the curriculum of the school.
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.
- To mark work carried out by pupils in school.
- To set and mark work for pupils excluded from school or absent for a length of time.
- To use Assessment to inform future teaching and learning.

## Professional Duties, Assessment and Reports

- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils.

# JOB DESCRIPTION

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- To communicate and consult with the parents of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose.

## Pastoral Care

- To promote the general progress and wellbeing of the pupils in the class assigned.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

## Discipline, Health and Safety

- To maintain discipline and encourage self-discipline among pupils and be responsible for behaviour and discipline of the pupils in your care.
- To have regard for health and safety both when on the school premises and when engaged in authorised school activities elsewhere.

## Review (further Training and Development)

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for further training and professional development as a teacher.
- To participate in arrangements for own performance management and that of other teachers.
- To participate in induction and supervision arrangements.

# JOB DESCRIPTION

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## Education Methods

- To advise and cooperate with the Executive Headteacher and / or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the curriculum.

## Staff Meetings

- To participate in school meetings which relate to curriculum or the administration or organisation of the school, including pastoral arrangements.

## Management and Administration

- To take part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Teaching Assistants, parent helpers.
- To attend assemblies, register the attendance of pupils and to supervise pupils before, during and after school sessions if required.
- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers.

## Public Examinations

- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such exams, recording and reporting assessments.

# JOB DESCRIPTION

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## Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
  - When the teacher who is absent or otherwise not available has been so for three or more consecutive days; or
  - When it is known to the Governing Body that the teacher would be absent or otherwise not available for two or more working days before the absence commenced;
  - With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the teacher may be required to provide cover.

## Working Time

- To be available for work for 195 days in any school year, specified by the Executive Headteacher, of which 190 days shall be days on which you may be required to teach in addition to carrying out other duties.
- To be available to perform such duties at such times and such places as may be specified by the Executive Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available.
- To be allowed a break of reasonable length either between school sessions or between the hours of 12.00 and 2.00pm.
- To work such additional hours as may be needed to discharge effectively your professional duties, including, in particular, marking work, writing reports, preparation of lessons, teaching material and schemes of work.

## Contacts

Children, Executive Headteacher, Deputy Head, Assistant Heads, Teachers, Admin staff, Teaching Assistants, Early Years Practitioners, Parents, Governors, Support Services, Educational Psychologist, Site Manager, Cleaners, Students, Midday Supervisory Assistants.

# DETAILS AND TIMELINE

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## Contract Type:

Full Time

## Salary:

£32,916 (FTE)

## Closing Date:

12:00pm, 12 May 2026

## Start Date:

1 September 2026

## Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

This post has a minimum requirement of two references which must be your current or most recent employer.

Round Diamond Primary 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 are warmly encouraged, please take time to visit our outstanding school and meet our enthusiastic learners. To arrange a visit please contact Angela Jones at [ajones@rounddiamond.herts.sch.uk](mailto:ajones@rounddiamond.herts.sch.uk)

