

Class Teacher Recruitment Pack





WELCOME

We are seeking a dedicated and enthusiastic KS1 / Early Years Class Teacher to join our team. You will inspire and motivate pupils, contribute to our school community, and uphold our values of excellence, respect, and resilience.

What We Offer

- A supportive and experienced team.
- Opportunities for professional development.
- Well-behaved, motivated pupils.
- A positive and caring ethos.

WINDHILL21 SCHOOL

Windhill21 is a welcoming two-form entry primary school in Bishop's Stortford. We take pride in fostering knowledgeable learners who are engaged, demonstrate our pillars and values, and strive for excellence.

Our exceptional practices and systems support all children to be successful and confident pupils.



**Empowering
young people
to take on
the world**

“Pupils are rightly proud of their school. A range of thoughtful and well-planned opportunities expertly builds pupils’ knowledge and takes them beyond their everyday lives. This is a place where everyone gets the chance to shine.”

~ Ofsted, March 2025

KEY INFORMATION

Age range:

3 to 11

Location:

Bishop's Stortford, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

456

Children eligible for FSM:

11.6%

2025 KS2 results:

70% achieved expected
standard (combined)

Ofsted:

Outstanding, 2025



“The school’s ambitious curriculum does exactly what leaders want it to do; it creates pupils that are confident communicators, knowledgeable learners and global citizens. The school’s exceptionally positive atmosphere is a result of careful planning and consideration about what opportunities, support and help pupils need to be successful.

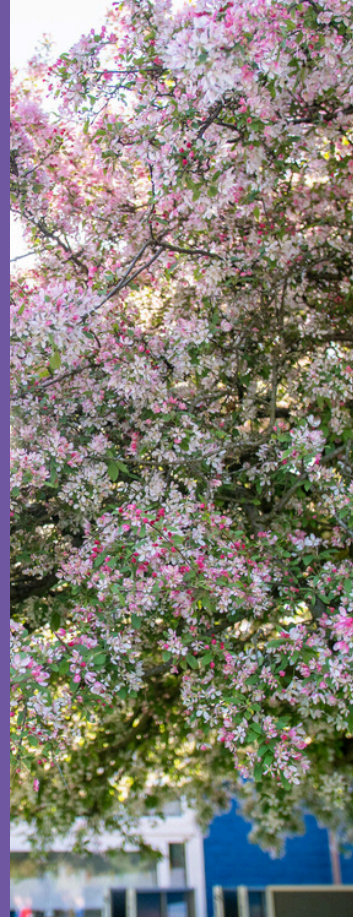
~ Ofsted, March 2025

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.

”

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 Role:

To deliver high quality teaching and learning to pupils who are assigned to the post holder.

Context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

Main Duties

Undertake all the duties of a qualified teacher as described in the School Teachers' Pay and Conditions Document (STPCD). The duties listed here are not, therefore, an exhaustive list of what is required.



JOB DESCRIPTION

Teaching and Learning

- Teach clearly structured lessons which maintain pace and interest, and challenge and motivate pupils.
- Establish a safe and stimulating learning environment, where pupils feel confident and safe.
- Demonstrate a good knowledge and understanding of the curriculum.
- Mark and assess pupils' work, using different assessment and monitoring strategies, evaluating pupil progress towards the planned learning objectives.
- Plan whole class and collaborative lessons which interest and include pupils from all backgrounds.
- Identify clear and challenging teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught. Set clear targets for pupils' learning, building on prior attainment.
- Set appropriate and demanding expectations for pupils' learning and motivation.
- Ensure effective teaching of whole classes, groups and individuals in order that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time available.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and effective and efficient use of resources.
- Have a clear understanding of all pupils' needs, including varying levels of ability, special educational needs and disabilities (SEND), and pupils who may have learnt English as an additional language.
- Identify pupils who have special educational needs and know where to seek help in order to give positive and targeted support. Implement and maintain records on Individual Education Plans.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, in accordance with the school's behaviour policy.
- Maintain a safe, effective and creative learning environment.

JOB DESCRIPTION

- Build and maintain good relationships with parents.
- Set a good example to pupils, demonstrating the positive attitudes, behaviours and values which are expected of pupils.

Relationships with Parents and Wider Community

- Prepare and present informative oral and written reports to parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with appropriate staff and external agencies responsible for pupils' welfare, as required.
- Engage in a positive working relationship with professional colleagues and support staff, external advisers and specialist support staff, external agencies, suppliers and contractors.

Management of Own Performance and Development

- Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in pedagogy.
- To take part in the school's arrangements for performance management, as detailed in the pay and appraisal policy.
- Understand your own professional responsibilities in relation to the school's policies and practices.
- Set a good example to the pupils in presentation and personal conduct.
- Reflect and evaluate your own teaching and use this to improve effectiveness.
- Establish effective working relationships with professional colleagues including the school's support staff.

Additional Information:

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	• Qualified teacher status. • Evidence of commitment to professional development.	
Experience	• Experience of teaching Early Years or KS1.	
Knowledge and understanding	• Working in partnership with parents. • Knowledge and understanding of: • Theory and practice of providing effectively for the individual needs of all children (eg classroom organisation and learning strategies). • Statutory National Curriculum requirements at the appropriate key stage. • The monitoring, assessment, recording and reporting of pupils' progress. • The statutory requirements of legislation concerning equal opportunities, health & safety, SEN, safeguarding. • The positive links necessary within school and with all its stakeholders. • Effective teaching and learning styles.	• Teaching throughout EYFS, KS1 and KS2.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills	• The class teacher will be able to: • Promote the school's aims positively, and use effective strategies to monitor motivation and morale. • Develop good personal relationships within a team. • Establish and develop close relationships with parents, governors and the community. • Communicate effectively (both orally and in writing) to a variety of audiences. • Create a happy, challenging and effective learning environment.	
Personal characteristics	• Approachable • Committed • Dynamic • Empathetic • Enthusiastic • Organised • Patient • Resourceful • Flexible • Resilience • Growth mindset	

DETAILS AND TIMELINE

Contract Type:

Permanent, Full-Time

Salary:

£34,398 - £52,490

Closing Date:

25 March 2026

Start Date:

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.

Windhill21 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 696850

admin@windhill.herts.sch.uk

