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Hartford Junior School  
Mayfield Crescent,  
Huntingdon,  
Cambs, PE29 1UL

## Job Application Pack

### Teacher- KS2

School: Hartford Junior School

Salary: Main Pay Scale+ TLR for Core subject lead

Contract: Full time

Start date: September 2024

Application closing date 3<sup>rd</sup> May 2024

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## About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are: Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

## Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

### Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

### Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

### Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff

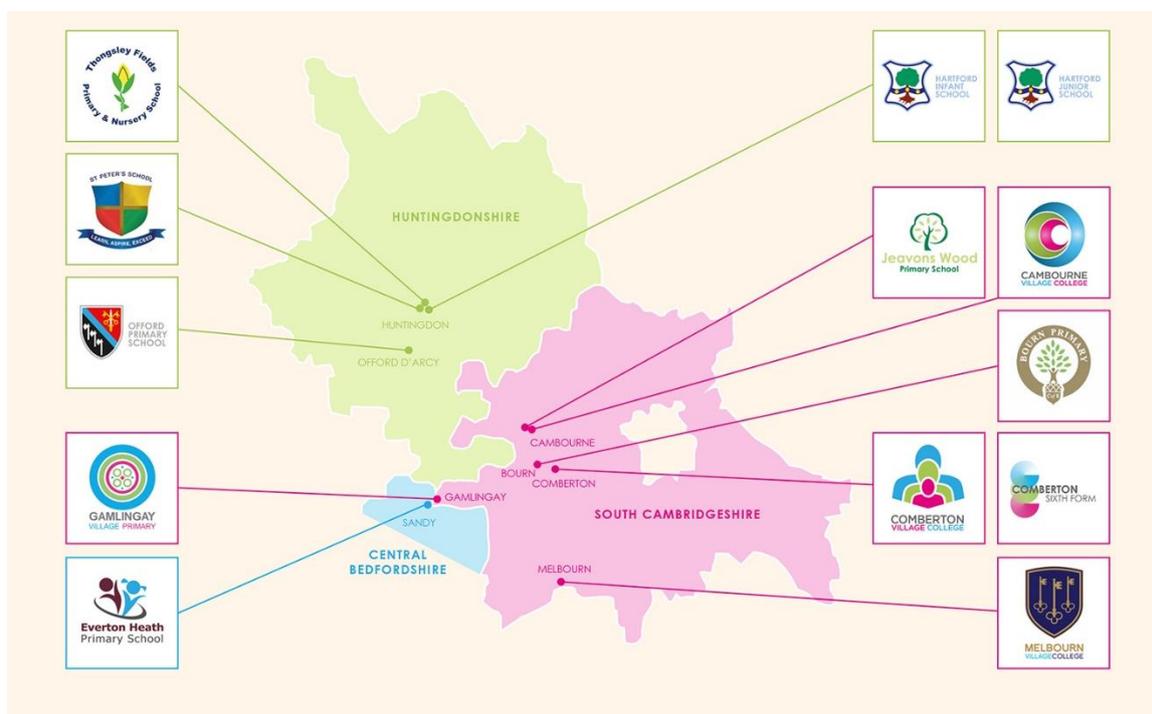
### Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

### Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

## Our Schools



### Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

### Cambourne Village College

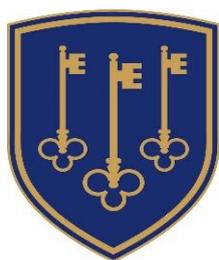
Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



## Melbourn Village College



**MELBOURN**  
VILLAGE COLLEGE

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

## St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



## Everton Heath Primary School



**Everton Heath**  
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

## Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.



Gamlingay Village Primary School is part of the newly formed West Village Partnership.

### Hartford Infant and Preschool



Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

### Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



### Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

### Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.



They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.



## Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

## Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



## Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.

## The Vacancy

### KS2 Teacher – Hartford Junior School

### Full Time

We welcome applications from **experienced staff** wishing to broaden their experience.

**No. on roll:** 240

**Required from:** September 2024

**Pay Scale:** Main Scale + TLR for Core Subject Lead

- *Are you an experienced teacher with a great track record looking to work in a junior school setting?*
- *Are you a highly skilled practitioner looking for a challenge in KS2?*

*If the answer is 'yes' to either of these questions, this could be the job for you!*

#### **We are looking for:**

- an ambitious, hardworking, committed teacher with the highest aspirations for all learners and for themselves,
- an excellent practitioner, with a good and/or outstanding track record, who is committed to raising achievement for all,
- a Key Stage 2 specialist who has experience working across these year groups,
- a practitioner highly skilled in AfL, planning creative lessons which motivate all pupils to learn, and developing an engaging curriculum and environment,
- an excellent communicator with good organisational skills,
- an effective team player who values all stakeholders,
- a caring individual with a happy disposition, who will motivate and inspire pupils whilst promoting the school's positive ethos.

#### **The role would involve:**

- being a class teacher in Key Stage 2,
- demonstrating outstanding teaching and learning, classroom management and behaviour management,
- participating in monitoring standards and progress within the class,
- coordinating a core subject across the school,
- maintaining an exceptional learning environment,
- working effectively with the Senior Leadership Team and year group colleagues.

#### **We can offer:**

- the chance to work in an 'good' school [Ofsted 2019],
- the support of The Cam Academy Trust,
- the opportunity for someone looking to work in junior school setting with close links to the infant school,
- a caring, happy and successful school with a strong sense of shared responsibility at all levels,
- a hardworking and dedicated team with a commitment to raising standards and improving teaching and learning,
- well behaved and motivated pupils,
- a supportive governing body and leadership team to work with.

**Visits to the school would be warmly welcomed, phone calls and emails are encouraged to discuss the role.**

For an **application pack** please contact the school office: [finance@hartfordjuniorschool.org](mailto:finance@hartfordjuniorschool.org)

For **further details** regarding the role contact the Headteacher: [rlee@hartfordinfantschool.org](mailto:rlee@hartfordinfantschool.org)

**Closing date: Friday 3<sup>rd</sup> May 2024 by midday and Interviews: Week commencing 20<sup>th</sup> May 2024**

Any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service check and references.

*Hartford Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.*

## Information about Hartford Junior School



Hartford Junior School is a very special and vibrant place where all members of the school and its extended community strive to provide a stimulating learning environment, in which our pupils can flourish academically, socially and emotionally.

We take great pride in the recognition that our school is a safe, calm and caring environment, where our pupils behave appropriately and are supportive of each other. We endeavour to challenge our pupils academically and encourage them to share responsibility for their learning and in the development of their individual potential. We strive to ensure 'Excellence for All' and are proud to be part of [The Cam Academy Trust](#), a locally-based group of schools who work together for mutual benefit.

We forge close links with parents and the local population, thereby ensuring our pupils experience the benefits of being part of an extended community and support them in gaining recognition of their place and responsibilities within that community.

Our school is a two-form entry with 230 pupils on our roll. The majority of pupils join us from our neighbouring infant school, which is on the same site. The school benefits from extensive and attractive grounds with excellent facilities for sports, as well as providing access to sensory gardens and nature trails. Our school building is on two floors with attractive and functional classrooms, each of which have access to interactive whiteboards to support learning.

We benefit from having a wonderful team of teachers, teaching assistants, support staff and governors, whose professionalism and dedication is unquestioned. It is this combination, along with our outstanding pupils and parents, that makes our school such a special place and a true community school.

We always welcome visits and will be very pleased to show you around

## **Job Description.**

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

### **1. Teaching**

- 1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- 1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3. Set and mark work to be carried out by the pupil in school and elsewhere.
- 1.4. Participate in arrangements for preparing pupils for external examinations.

### **2. Whole school organisation, strategy and development**

- 1.1. Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.
- 1.2. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 1.3. Supervise and so far, as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

### **3. Health, safety and discipline**

- 1.4. Promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.

- 1.5. Maintain good order and discipline among pupils in accordance with the School behaviour policy.

#### **4. Management of staff and resources**

- 1.6. Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 1.7. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 1.8. Deploy resources delegated to you in accordance with School policies.

#### **5. Professional development**

- 1.9. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 1.10. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

#### **6. Communication**

- 1.11. Communicate with pupils, parents and carers in accordance with the School ethos, policies and practice.

#### **7. Working with colleagues and other relevant professionals**

- 1.12. Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- 1.13. Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, which require the exercise of your professional skills and judgment.

#### **8. Fulfil wider professional responsibilities**

- 1.14. Make a positive contribution to the wider life and ethos of the School.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.

## Person Specification

Person Specification for KS2 Teacher		
	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further professional development</li> </ul>
<b>Teaching competencies and experience</b>	<ul style="list-style-type: none"> <li>Experience as a Key Stage 2 Teacher</li> <li>Knowledge of the characteristics of effective and outstanding Key Stage Two teaching and learning strategies.</li> <li>Understand the requirements of the Key Stage 2 Curriculum.</li> <li>An excellent understanding of how all children learn and how to adapt learning to suit different needs.</li> <li>Ability to develop effective working relationships to 'bring out the best in all' including children and adults across the school.</li> <li>Clear understanding of assessment and its effectiveness to support learning.</li> <li>Outstanding understanding of effective techniques for behaviour management.</li> <li>Effectively plan lessons and use ICT to support this (Smart Notebook, PowerPoint etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Experience of EYFS/ KS1 teaching.</li> <li>A good understanding of both the Early Years and KS1 National Curriculum.</li> </ul>
<b>Management competencies and experiences</b>	<ul style="list-style-type: none"> <li>Ability to support whole school issues.</li> <li>Demonstrate good organisational skills.</li> <li>Experience of delegating and supporting Teaching Assistants.</li> <li>Ability to analyse, prioritise and meet deadlines.</li> <li>Experience of subject leadership.</li> <li>Identify resources required to sustain high quality teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of contributing to School Development Planning.</li> <li>Experience of leading a core subject in school leading to school improvement.</li> <li>Experience of managing a budget for a curriculum area.</li> </ul>
<b>Professional Qualities and competencies</b>	<ul style="list-style-type: none"> <li>A presence which inspires confidence and respect and openness.</li> <li>A clear vision of primary education.</li> <li>Ability to explain ideas succinctly.</li> <li>Promote excellent relationships and communicate with all stakeholders.</li> <li>Able to work in partnership with other Class Teachers within the year group.</li> <li>Ability to review and revise a standpoint if necessary.</li> <li>Commitment to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of having led a whole school initiative.</li> <li>Experience of a culture where everyone feels confident that they can raise issues/ concerns relating to the welfare/</li> </ul>

		<p>safety of children.</p> <ul style="list-style-type: none"> <li>• Has liaised with governors on the LGB</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• A commitment to safeguarding and equality for all.</li> <li>• Displays an approachable, caring, and empathetic attitude to others in the team.</li> <li>• Shows a high level of enthusiasm, commitment, and dedication.</li> <li>• Demonstrates flexibility and active listening skills.</li> <li>• Ability to seek advice and support.</li> <li>• Displays confidentiality, commitment, and loyalty.</li> <li>• Commitment to continuing own professional development.</li> <li>• Shows a high level of self-motivation and initiative.</li> <li>• Demonstrates a commitment to active parental involvement.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• The ability to deal sensitively with people and resolve conflict.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a desire to support all aspects of children's development.</li> <li>• Has a desire to be involved with extra-curricular activities to enrich the experiences for all children.</li> </ul>