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

## Job Application Pack

### **Teacher- KS2**

School: Hartford Junior School

Salary: Main/Upper pay scales with TLR

Contract: Full time

Start date: September 2024

Application closing date Monday 4<sup>th</sup> March 2024

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## Welcome from the CEO

We are delighted you are interested in joining one of the Academies in our Trust.



The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

A handwritten signature in black ink that reads "S. Munday". The signature is written in a cursive, slightly stylized font.

Stephen Munday CBE

## 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

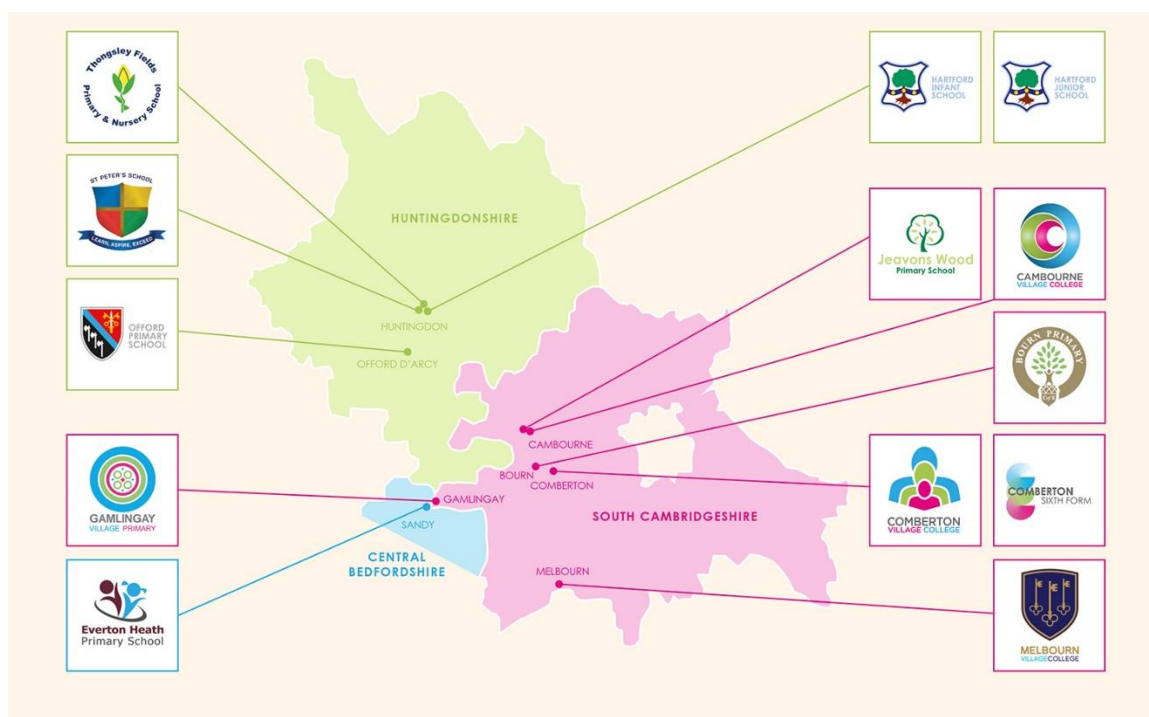
### Employee discounts

- 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

#### Experienced Key Stage 2 Teacher

An enthusiastic, dedicated, experienced teacher is required to join our hardworking and friendly school. This is a full-time, permanent position, which includes a TLR to lead one of our core subjects, starting September 2024.

We are looking to appoint, first and foremost, an excellent class teacher with a passion for leading a core subject area. We welcome applications from teachers who can offer:

- enthusiasm and motivation
- commitment to supporting each child to reach their full potential
- a belief in helping all children to develop as active independent learners
- high expectations of behaviour for learning
- consistent approaches to behaviour
- excellent interpersonal skills
- a strong team member who can be part of driving forward school improvements
- committed to helping our school community flourish.

In return we can offer you:

- a school clearly focused on 'bringing out the best in everyone'
- a friendly, inclusive school where all are encouraged and challenged
- a commitment to developing the skills of all staff
- supportive parents and governors
- staff who work as strong collaborative teams
- an academy school which is part of The Cam Academy Trust.

The school was inspected by Ofsted in November 2019 and received a 'Good' rating. We are currently redeveloping our curriculum to align with our neighbouring infant school to create a seamless journey for our children.

If you are an excellent teacher with a passion for learning and feel ready to take the next step in your career please contact the school office on 01480 454695 or email Elaine Rudd at [finance@hartfordjuniorschool.org](mailto:finance@hartfordjuniorschool.org) to arrange a visit with our Headteacher, Mrs Rae Lee.

**Visits are strongly encouraged and welcomed.**

Closing date for applications: Midday Monday 4<sup>th</sup> March 2024.

Interview date: Week commencing Monday 18<sup>th</sup> March 2024

**HARTFORD JUNIOR SCHOOL is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and two positive references.**

## 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.

Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded below and reviewed annually by the appraiser.

Paragraph	Specific Additional Accountabilities

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 – Class Teacher

Criteria	Qualities
<b>Qualifications and experience</b>	Qualified teacher status Degree Successful primary teaching experience
<b>Skills and knowledge</b>	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
<b>Personal qualities</b>	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

