



Duncombe
School

An Independent Preparatory
School and Nursery

Full-time Upper KS2 Humanities & Games Teacher

Dates: Apply by 18/04/2017, Job start September 2017. **Applications may be considered and reviewed on an on-going basis and therefore the post may be filled before the deadline.**

Salary: Salary is based on the Duncombe scale and will be commensurate with experience.

Location: Hertford

Contract type: Full Time

Contract term: Permanent

We are seeking a full-time Upper KS2 Humanities & Games Teacher join us in September 2017.

KEY PURPOSE OF THE JOB

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

KEY RESPONSIBILITIES

Teaching

- Teaching pupils assigned to you, registering attendance, supervising, setting and marking work (including examinations) to be carried out by pupils in school or elsewhere.
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing courses and lessons, attending assemblies and attending and leading after school clubs.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above.
- Maintaining and monitoring display work in appropriate areas of the school.
- Communicating and co-operating with persons or bodies outside the school.

Standards and Quality Assurance

- Support the aims and ethos of the school in that every child is an individual.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Head, Deputy Head or Director of Learning.
- Be proactive in matters relating to health and safety.
- Any other duties and responsibilities as may be reasonably requested.

RECRUITMENT PROCESS

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following websites:

www.duncombe-school.co.uk

www.cognitaschools.com

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. Please send your application and a covering letter, **before the deadline of 9.00am on Tuesday 18th April 2017** to:

Mrs Emma Webb
PA to the Headmaster
Duncombe School
4 Warren Park Road
Hertford
SG14 3JA
Email: emma.webb@duncombe-school.co.uk

Interview date: W/C 1st May 2017

Applications will be considered and reviewed on an on-going basis and therefore the post may be filled before the deadline.

WELFARE OF CHILDREN

Duncombe School is committed to safeguarding and promoting the welfare of children and applications must be willing to undergo child protection screening appropriate to the job, including checks with past employers, and an Enhanced Disclosure via the Disclosure & Barring Service.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.