



Duncombe  
School

An Independent Preparatory  
School and Nursery

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## Full-time Upper KS2 Humanities & Games Teacher

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<b>Job Title:</b>	Upper KS2 Humanities & Games Teacher
<b>Reporting To:</b>	Headmaster, Deputy Head, Director of Learning, Head of KS, Subject Lead
<b>Internal Contacts:</b>	All school non/teaching employees, pupils
<b>External Contacts:</b>	Education establishments, suppliers, parents

Duncombe School was founded 76 years ago by local teacher Lily Taylor, who opened with just eight pupils. The school quickly outgrew its premises in Pegs Lane, Hertford, and moved to a larger building in Westfield Road, Bengo. In 1951, we moved to our present Palladian-style mansion and extensive grounds in Bengo, just outside Hertford.

Duncombe is home to an array of well-behaved and inquisitive pupils who are supported by our team of friendly staff of teachers through to the catering team. We each share a clear vision of what an excellent Prep school looks like; we believe it can be defined as the willingness to explore the new, along with the confidence to stand on the established. This can be understood as a school that is prepared to take regular, reflective self-assessment both of the teaching and learning experience and its holistic provision. A school which keeps the faith, has confidence in its values, aims and ethos which are understood by the entire school community.

We are a school that is prepared to embrace new technologies, which enhance both learning and teaching. A school which provides a vibrant and happy environment where pupils feel secure and safe, but are willing to be challenged and stretched. A school that is prepared to engage and take a lead in the debate about curriculum development, green agenda and current issues. Importantly it is a school that values the entire family and puts the needs of others at its heart.

Our expectation and ambition for our pupils and their families continues to grow. It would be my personal pleasure to show you and your family around our school, stand alongside you and watch our pupils and teachers impress you with their passion for education, their manners and unpretentious confidence, their good humour and the pride they have to be part of Duncombe School.

### 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 DELIVERABLES

#### 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.

### **Educational Methods**

- Reviewing from time to time your methods of teaching and programme of work.
- Advising and co-operating with the Headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

### **Public Examinations**

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

### **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.

### **Learning and Development**

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for teacher appraisal.

### **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.

### **General**

- Maintain good order and promote self-discipline among pupils, with a view to their well-being and

safety.

## **PERSON SPECIFICATION**

- UK Qualified Teacher status (QTS)
- High standard of English, Maths and IT skills
- Recent teaching experience in a school (age relevant)
- Knowledge of relevant Key Stages and National Curriculum requirements
- Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- An understanding of safeguarding procedures and child protection methods and responsibilities
- Good behavioural management skills
- Evidence of a commitment to good teaching practice
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Works well within and contributes to team development
- Communicates effectively (both orally and in writing) to a variety of audiences
- Understands and values the processes of planning as an aid to raising standards in teaching and learning
- Evidence of participation in professional development or study

## **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.

## **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](http://www.duncombe-school.co.uk) or [www.cognitaschools.com](http://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 18<sup>th</sup> 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](mailto:emma.webb@duncombe-school.co.uk)

**Interview date: W/C 1<sup>st</sup> May 2017**

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