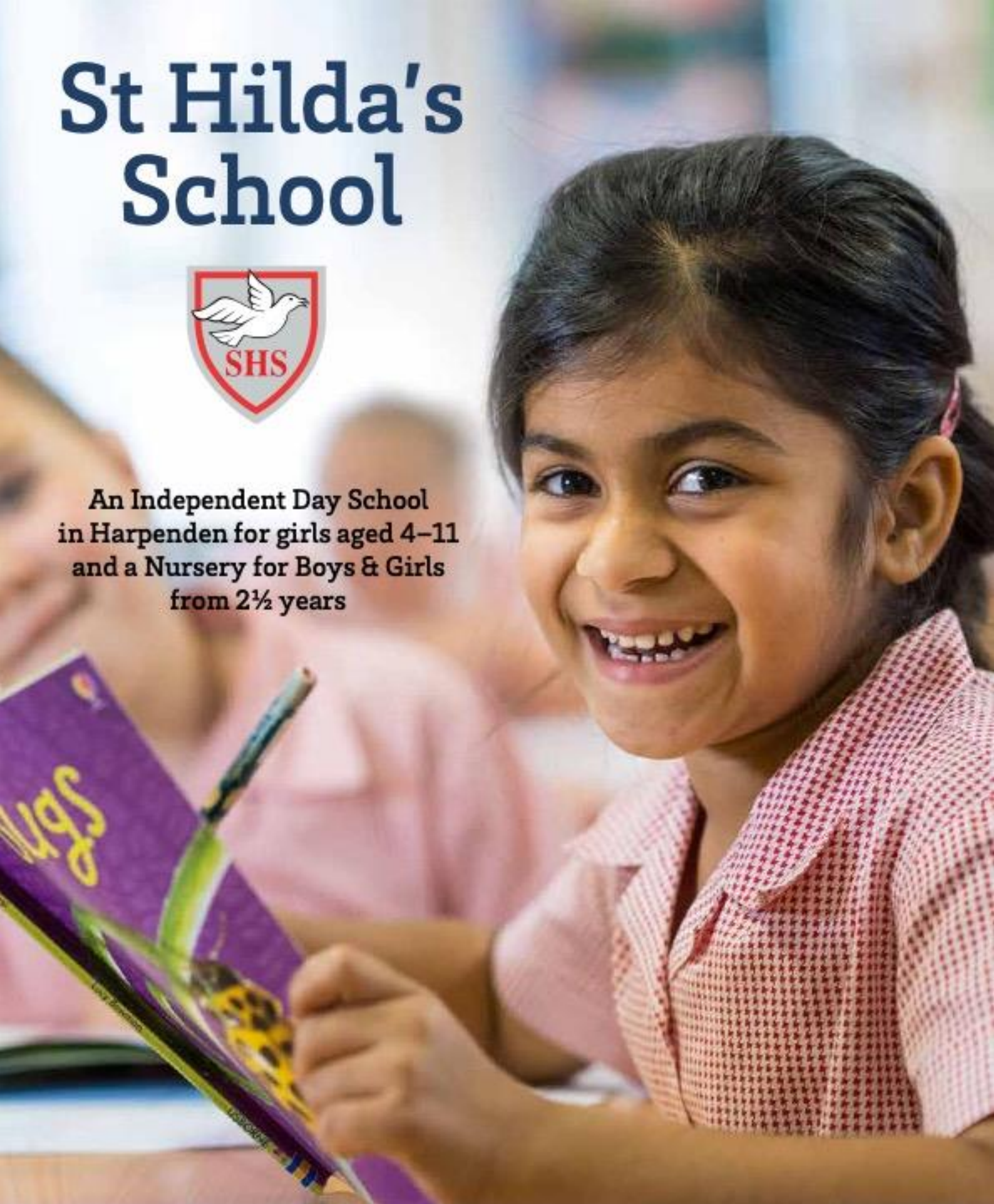


St Hilda's School



An Independent Day School
in Harpenden for girls aged 4–11
and a Nursery for Boys & Girls
from 2½ years



KS2 Form Teacher
Maternity Cover 2024/2025



Welcome to St Hilda's Prep and Nursery

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterized by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum as well as a strong focus on wellbeing. The building was substantially extended in 2013 which has seen the addition of 6 new classrooms and an Art Room, together with existing classrooms being enhanced and adapted, including a new STEM Lab, and a Performing Arts Studio created in 2016. The School was most recently inspected by ISI in October 2019 and was deemed excellent in all areas. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 150 girls aged 2½–11 years, with boys also in the Nursery, and each class has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.



Caring, Curious and Confident

Our core value is to produce caring, curious and confident young people. St Hilda's pupils flourish because they feel secure and happy at school.

To ensure that parents are welcomed at the school and that their views are encouraged and acknowledged.

Our aims are to:

Nurture and celebrate the individual

Foster an inclusive and welcoming school community where mental health and well-being are at its heart

Engage each child in a challenging and diverse range of learning opportunities

Inspire each child to realise their unique talents and reach their full potential

Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our mentor system is an important feature and allows close collaboration between pupils and staff. The Playground Squad enables our older girls to inspire confidence and provide support to pupils at break times.

Our School Council provides a forum for pupils to give their opinions, members being elected from Form III upwards.



Person Specification

We are seeking to appoint a dedicated, enthusiastic, and dynamic teacher to join our highly successful and happy school, in Key Stage 2 as Maternity cover for a form Teacher. We are renowned for our caring, family atmosphere where each pupil is respected for their individuality, and all are encouraged to develop confidence at every opportunity. We have an experienced and dedicated team of staff who seek to bring the best out of everyone.

The successful candidate will be expected to show initiative in promoting existing activities as well as encouraging new ideas and will work as part of the teaching team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.



We are looking for a good all-rounder with commitment and dedication to exciting teaching and learning in core subjects and an exceptional understanding of how individual children can reach their maximum potential. Our small class sizes ensure that we can give our pupils the best education and be rewarded with children who are excited by learning.



JOB DESCRIPTION

Job title: Prep School (Key Stage 2) – part-time 8am to 2pm (FTE 0.73)

Responsible to: Headteacher

Professional Duties

The following duties are the professional duties which all teaching staff may be required to perform:

- All staff are expected to be an integral part of a team that accepts the collective responsibility for the health, education and welfare of the pupils in the school
- All staff are expected to assist in the implementation of the aims of the school, which are based upon developing each pupil's natural ability to the full
- All staff are expected to provide a differentiated curriculum that ensures that all reasonable adjustments are made to enable every individual pupil to access the curriculum and to make optimum progress
- All staff are expected to play as full a part as possible in the corporate life of the school, and to take a fair share of supervisory duties and extra-curricular activities
- All staff are expected to attend the annual Sports Day in June and at least one Saturday open morning a year
- All staff are expected to contribute to the school ethos by upholding discipline and standards of general behaviour around the school
- All staff are expected to attend parents' meetings and major functions, when required by the Headmaster, to include support staff as required. Staff are expected to assist in one evening performance each year
- All staff are expected to cover for absent colleagues and, when absent themselves, set appropriate work if possible
- All staff are expected to take part in the Staff Appraisal scheme
- All staff are expected to maintain good order and discipline among the pupils and safeguard their health and safety, both when they are at school and when they are engaged in authorised school activities elsewhere
- All staff are expected to attend CPD training on a regular basis

Responsibilities

Class Teaching

- Class Teaching of core subjects in the morning classes before lunch
- Form Teacher duties; registration time, assemblies, PSICHE, pastoral care, logging incidents, parental communication and feedback
- Reporting to the Headmaster or SMT Line Manager in all matters concerning the children, their parents and the administration of Key Stage II pupils
- Plan long, medium and short-term plans, including appropriate differentiation, for all subject lessons
- Responsibility for the display of work within the class environment
- Planning of Support Teachers areas of responsibility

- Writing Annual Reports (for all subjects taught) for Key Stage 2 pupils and attending parents afternoon/evening meetings.
- Administer assessments at the end of the year and at other times at the teacher's discretion
- Make full use of technology wherever possible, including regular use of the smart board, laptops and ipads

General Duties

- To check school email on a daily basis
- To attend weekly staff meetings & inset training.
- Attend school KS2 performances
- Prepare items for the school website and social media and parent newsletters

Essential Criteria

- MUST be a qualified & experienced Teacher
- A natural affinity with children and a compassionate disposition
- Able to act on own initiative
- Able to differentiate teaching methods

It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.



Remuneration and Benefits

St Hilda's has its own salary scale that mostly aligns with the Herts Teaching Scale, but our academic year lasts for 34 weeks per academic year only. The post will be remunerated in the main or upper pay range and will be commensurate with experience.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch /tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Access to use of confidential counselling help line
- Laptop with Microsoft 365 for school use
- Support with continuing professional development

Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply for this position please visit the vacancies page on our website <https://www.sthildasharpenden.co.uk/about-us/vacancies/>.

You should email your covering letter and completed job application form should be sent to the Head's PA Mrs Salyani at office@sthildasharpenden.co.uk or call 01582 712307 to discuss further.

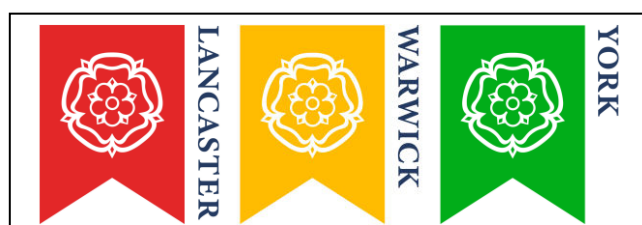
Application Process

Closing date: 9am on **Wednesday 10th April 2024**.

Interviews: **w/c 15th April 2024**.

Successful applicants will be called for interview in the same week. Early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

Thank you for taking the time to read this application pack and for considering St Hilda's Maternity Form Teacher as your next role.





"We love the supportive ethos of the school.
The pupils are always overjoyed when one of their
classmates achieves something extra special.
We are so pleased we chose St Hilda's".



St Hilda's School

HARPENDEN

Caring, Curious & Confident

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Telephone: 01582 712307

Email: office@sthildasharpenden.co.uk

Web: www.sthildasharpenden.co.uk

Headmaster: Mr Daniel Sayers