

# Widford Lodge School

Part Time Key Stage 2 Teacher  
Candidate Recruitment Pack



# Headteacher's Welcome

**We believe that children who are happy and secure in their learning environment are more likely to achieve their potential.**

**Traditional values are at the core of the school's philosophy whilst we prepare young people for a rapidly changing world.**

Dear Applicant,

Thank you for your interest in our Part-time teaching vacancy at Widford Lodge School.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2½ and 11 since 1935. We are set in beautiful grounds on the edge of Chelmsford, not far from the A12.

In November 2022 the inspection by ISI awarded us an “**excellent**” report for both regulatory compliance and educational quality.

Our **vision** is simple - to enable all of our children to flourish in a happy and nurturing environment. We have a strong sense of community amongst pupils, staff and parents; we empower pupils and staff so that children can fulfil their potential and develop into confident and curious learners. We provide opportunities for pupils to take part in a variety of sports, music and drama activities, to help care for our chickens and to spend time with our school dog, Bonnie. Forest school, trips and visitors enhance the pupils' learning experiences, our extended opening hours of 7.30am to 5.30pm enable pupils to participate fully in all that we have to offer.

Please come and explore our school and see how our children learn, grow in independence and become well rounded and resilient young people ready for the challenges and opportunities their lives will bring.

For further information about our school, please visit our [website](#).

To arrange a visit to the school, or to discuss the role further, please contact me on [\*\*headteacherpa@widfordlodge.co.uk\*\*](mailto:headteacherpa@widfordlodge.co.uk)

I look forward to welcoming you to our school.

Michelle Cole A.C.I.B. – P.G.C.E.

Headteacher



# About Widford Lodge School

**We are proud of our record of achievements. Widford Lodge pupils reach their full potential, flourish in a nurturing environment and develop a love of learning**

Widford Lodge School is set in a secluded setting on the outskirts of Chelmsford, close to the A12 with convenient access from all of Chelmsford, Brentwood and surrounding towns and villages.

Widford Lodge School was founded in 1935 by the Witham family, as an all-boys boarding school. During the Second World War, we acquired the distinctive school hall when the school was commandeered by the local ambulance corps. In 1985, we introduced the Pre-Prep, accepting boys aged four to seven. At the end of the 1980s, we became a day school. In the early 1990s, Widford Lodge became a co-educational day school for children between the ages of 2½ and 11 years old.

Our deceptively compact school site includes school buildings in an elegant manor house and purpose-built classrooms. Our grounds include a nine acre sports field (a short walk away), a flood-lit tennis court and all-weather multi-purpose sports area as well as our playground and woods.

We provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. Each and every one of our pupils are important, and we cherish their individuality and work together to support their all-round wellbeing and progress.

As an independent school, we are able to refine the curriculum to suit our ethos whilst preparing the children for a variety of academic challenges. Many of our children sit the 11+ and take entrance and scholarship exams to local senior independent schools. Our passionate teachers, subject specialists and small class sizes ensure our pupils work at pace, making progress whilst taking increasing responsibility for their work and effort.

Our core values represent the intrinsic principles that guide our actions and serve as our cultural cornerstones: **Honesty, Empathy, Acts of Kindness, Respect and Tenacity.** Our HEART logo was also designed by pupils. We are proud of our place in the community, and always looking to do more to work in partnership to improve educational provision for all. Charitable work is an important part of our school activities. We work particularly with the Little Edi Foundation, a Chelmsford based charity that supports disadvantaged young people and their families in Chelmsford.

# Our new Part-Time Teacher

We are seeking a part-time teacher (three consecutive days a week) to start in September 2025.

## Who we are looking for:

- University Graduate with Qualified Teacher Status
- Excellent communication skills
- Motivation to work with young people
- Positive attitude and approach to change and development
- Willingness to participate in and expectation of contribution to the wider life of our school and extra-curricular life, including clubs, activities and residential trips
- The ability to support the pastoral needs of our pupils

## What we can offer:

- A well-respected school with established partnerships in the local community and with external agencies.
- A collaborative and forward-thinking leadership team.
- A well-resourced working environment with dedicated, supportive and enthusiastic colleagues.
- A lovely school, with great facilities.
- A culture of continual professional development to ensure your success and develop your career.
- Employee assistance and health programme.
- Free car parking on site.
- High quality free lunches.

A candidate will only be considered for shortlisting and move forward in the recruitment process if they meet the initial **essential** criteria.



# Our new Part-Time Teacher

## **Job Purpose:**

The Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and proprietor;
- share and support the school's responsibility to secure the highest possible standards of learning and pupil progress;
- contribute to the high expectations for achievement in the school;
- be aware of the established policies and practices of the school and share in collective responsibility for their implementation and for its ethos;
- share and support the corporate responsibility for the well-being, education and discipline of all pupils;
- be aware of the professional duties of teachers and the statutory framework in which we work;
- have a secure knowledge and understanding of the subject(s) being taught and the relevant pedagogy to teach effectively across the full age and ability range;
- know, understand and use the relevant statutory and non-statutory curricula and frameworks for the subject(s) or curriculum area taught

## **Responsible for:**

- Teaching, support and accountability of assigned pupils to ensure high expectations and high standards of learning and good progress for individuals and groups of pupils;
- To assess, record and report aspects relevant to teaching and learning making effective use of Quality First Teaching and intervention as appropriate.

## **Reporting to:**

Headteacher and Proprietor

# Our new Part-Time Teacher

## Duties:

The Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through scaffolding of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Safeguarding procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the designated Safeguarding officers;
- Ensure the provision of an appropriately broad, balanced, relevant and scaffolded curriculum for pupils, in accordance with the aims and ethos of the school;
- Know how to make effective personalised provision for those taught, including those for whom English is a second language, have special needs or disabilities, are able or other groups of pupils;
- Establish a purposeful learning environment within the classroom;

# Our new Part-Time Teacher

- Teach challenging, well organised lessons and sequences of lessons across the age and ability range they teach in which they:
- Use an appropriate range of teaching strategies and resources, including e-learning and iPads which meet pupils' needs and take practical account of diversity and promote equality and inclusion;
- Build on the prior knowledge and attainment of those they teach in order that pupils meet learning objectives and make sustained progress;
- Develop concepts and processes which enable pupils to apply new knowledge, understanding and skills;
- Adapt their language to suit the pupils they teach, introduce new ideas and concepts clearly, and using explanations, questions discussions and plenaries effectively.
- Plan, mark and monitor set homework or other out-of-class work to sustain pupil progress and to extend and consolidate their learning;
- Know how to use skills in literacy, numeracy and ICT, including iPads and digital learning to support teaching and wider professional activities;
- Assist in the development of appropriate resources, Schemes of Work, marking policies and teaching strategies;
- Contribute to the school development plan and its implementation;
- Plan and prepare lessons that address individual gaps in learning and promote progress;
- Design opportunities for pupils to develop their literacy, numeracy, ICT, thinking and learning skills and cross-curricular themes so that they are reflected in the teaching and learning experience of pupils;
- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting supportive and constructive relationships with them;
- Contribute to PSHEE activities according to school policy;
- Register pupils accurately, accompany and supervise them in assemblies and activities and encourage their full participation in other aspects of school life. To support the school's extra-curricular offer;



# Our new Part-Time Teacher

- Take responsibility for own professional development and to keep up to date with research and developments in pedagogy and in the subjects taught;
- Participate in arrangements made in accordance with the Performance Management cycle;
- Participate in arrangements for further training and professional development as a teacher;
- Have a commitment to collaboration and co-operative working; Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them;
- Lead a subject, if requested, in accordance with the duties outlined in Appendix 1

## Achievement/Progress

- Use statistical and other information to evaluate the effectiveness of teaching and monitor the progress of those taught;
- Plan for progression across the age/ability range being taught, designing effective learning sequences within lessons and across series of lesson, informed by secure subject/curriculum knowledge;
- Make effective use of a range of assessment, monitoring and recording strategies, including writing reports in line with published deadlines;
- Know and apply the particular assessment requirements and arrangements for the year group being taught, including internal and external assessments and assessment for learning strategies;
- Maintain appropriate records and provide relevant, accurate and up to date information using the school's data collection systems;
- Mark, grade and provide written, verbal and diagnostic feedback as required;
- Communicate as appropriate, with parents of pupils and with persona or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff according to the school's Policy;



# Our new Part-Time Teacher

## Partnership

- Communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being;
- Follow agreed policies for communications within the school and with external partners;
- Take part in marketing, liaison activities and school events such as Open Evenings, Parents' Evenings, school concerts and sports days;
- Contribute to the development of effective subject links with external agencies.

## Support for the school

- To contribute to the maintenance of pupils' safety and security;
- To keep accident, incident records;
- To attend staff meetings;
- Any other duties appropriate to the post as directed by the school proprietor, Headteacher and line manager.

# Our new Part-Time Teacher

## Appendix 1 – Subject Leader tasks

- Set curriculum targets and objectives, and identify priorities for the year and ensure that your action plan is complete;
- Ensure other teachers of your subject are aware of units of work and the resources available to them; and where the resources are stored;
- Review all planning, and make changes where necessary.
- Plan continuing professional development (CPD) activities for both teachers and support staff, if required;
- Plan specific teaching strategies, such as focus groups or intervention strategies, if required in your subject, i.e. a spelling support group, and liaise with the SEND coordinator if necessary;
- Update the school on-line curriculum booklets;
- Plan and carry out monitoring arrangements, including lesson drop-ins and book scrutiny;
- Engage with pupil voice and take appropriate action as a result;
- Meet annually with Headteacher to review the subject;
- Review progress against targets, objectives and priorities, and make changes where necessary;
- Review success of specific teaching strategies, and make changes where necessary;
- Prepare assessment materials and then analyse the results of any assessments carried out. Ensure relevant senior leaders and other teachers of your subject are made aware of results;
- Review progress, assessment results, and schemes of work and use this analysis to help set priorities for the following year;
- Liaise with all teachers to ensure that opportunities for creativity are planned for within your subject;
- Plan and deliver, or assist to organise, special events for pupils, such as: a subject day, afternoon or an outing;

# Our new Part-Time Teacher

- Organise or assist others to arrange visiting speakers or performers relevant to your subject;
- Plan and deliver extra-curricular activities; such as a club based on your subject area;
- Create a themed display or information area in the school;
- Keep abreast of developments within your subject as they arise and disseminate the relevant information to staff;
- Attend local and national training sessions, where applicable.

## Person Specification – Part time Key stage 2 Teacher– To commence September 2025

Widford Lodge Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> Extra qualities which can be used to differentiate applicants	<b>Method of assessment</b>
<b>Qualifications</b>	Degree and QTS		<i>Certificates</i>
<b>Experience</b>	Recent teaching experience at Key stage 2 level	Evidence of continued professional development	<i>Application form and references</i>
<b>Skills</b>	Proficiency in ICT  Excellent interpersonal skills  Ability to prioritise and be well organised	Application of ICT in a classroom setting	<i>Application form, references and interview (including observed lesson)</i>
<b>Knowledge</b>	Awareness of curriculum requirements  Awareness of appropriate teaching strategies  Awareness of Safeguarding and pastoral issues  Appreciation of the ethos of Widford Lodge School  Up to date knowledge and understanding of the National Curriculum requirements for KS2		<i>Application form and interview</i>
<b>Personal, competencies and qualities</b>	Strong willingness to contribute to our culture and ethos so our pupils make excellent progress and produce outstanding achievements  An excellent understanding of how successful change happens and can be supported  Help create a strong Widford Lodge School community, characterised by consistent, orderly behaviour and caring, respectful empathetic relationship with pupils and parents  A strong sense of teamwork with a willingness to work collaboratively with colleagues		<i>Application form, references and interview (including observed lesson)</i>

# Application process

## Application Form

- Applicants must use the school's application form Application form
- CVs are not accepted.
- Please complete all aspects of the form fully. Include your full work history leaving no unexplained gaps since leaving school education and include all the training you have completed.

## References

- Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Please give the name and contact details of your two most recent employers. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
- In the case of references from a school, this should be the Headteacher (or Chair of Governors for Headteacher positions).

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore all convictions, cautions, reprimands and final warnings must be declared other than those which are "protected" under the Act.

# The application

<b>Pay range:</b>	Depending on experience and commensurate with Maintained teacher salary scale
<b>Hours</b>	Three days a week term time plus 5 inset days per year, irrespective of which days they fall on
<b>Visits to the school:</b>	Please email: <a href="mailto:headteacherpa@widfordlodge.co.uk">headteacherpa@widfordlodge.co.uk</a>
<b>School website link:</b>	<a href="http://www.widfordlodge.co.uk">www.widfordlodge.co.uk</a>
<b>Send your completed application form to:</b>	<a href="mailto:headteacherpa@widfordlodge.co.uk">headteacherpa@widfordlodge.co.uk</a>
<b>Any questions, call the school office team:</b>	01245 352581









**Please contact us for more information.**

**We have virtual tours of the School  
on our website.**

**Widford Lodge Preparatory School  
Widford Road, Chelmsford, CM2 9AN**

**01245 352581**

**headteacherpa@widfordlodge.co.uk**

**[www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)**

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