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# The Helena Romanes School

Job Role: Teacher of Science

Applicant Recruitment Pack

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**Start Date:** September 2025

**Salary:** MPS/UPS

**Contract Type:** Part Time / Full Time, Permanent

**Closing Date:** 31st May 2025

**Interview Date:** W/C 2nd June

## About Helena Romanes School

This is an exciting opportunity for an enthusiastic and motivated individual to join our successful Science department, as part of a friendly and hardworking team.

The successful candidate will be able to demonstrate excellence in teaching and have the knowledge and experience to teach across a range of ages and abilities. Applications from experienced teachers and ECTs are welcomed.

We seek inspirational teachers with talent and drive to join our strong and successful team. We believe our success as a faculty is directly linked to the quality of our staff and the professional development of our teachers.

We are an inclusive school where every student is valued and has the opportunity to shine. We currently have 1293 pupils at the school.

Helena Romanes is a thriving, all-through school for children aged 4-18, situated in the beautiful North Essex countryside. It has good communications to London and the South East, and it is approximately 7 miles from Stansted Airport.

This is an exciting time to join the school:

- In October 2023, Helena Romanes School was judged to be 'Good' in all areas by Ofsted.
- In September 2021, the school opened a Primary phase, which now has children in Reception, Year 1, Year 2 and a mixed Year 3-5 class.
- Together with the expansion of the Sixth Form, the school will grow to become an all-through school of 2000 pupils from ages 4 to 18.
- The Department for Education is building a state-of-the-art, brand new school which will open to the Primary phase in 2026/27 and the Secondary and Sixth Form Phase shortly after.
- We are a member of the successful Saffron Academy Trust, a highly effective local trust led by Caroline Derbyshire, CEO. As members of the trust, we receive a comprehensive package of school improvement and there is regular networking and support between the trust's primary and secondary schools.
- The successful candidate will work alongside a talented team of teaching and support staff who all want the best possible outcomes for pupils.

### **We also offer the following benefits to our Staff:**

- A 24 hour GP helpline. This includes video appointments 8am – 10pm and electronic prescriptions.
- An Employee Assistance Programme: 24/7 telephone and online support, 6 sessions of free counselling (CBT, coaching, mindfulness), and legal/financial advice.
- Discounts for Teachers and Blue Light card.
- Discounted wrap around care for parents with children in our Primary School.

## **Classroom Teacher Job Description**

**Responsible to: Head of Subject/Head of Faculty**

**Responsible for: Teaching classes and other subjects as allocated by the Leadership Team Core**

### **Purpose**

- To provide excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To assist the Headteacher and Leadership Team in the overall management and development of the school.

### **1. Teaching and Learning**

- Plan and deliver lessons to ensure that excellent teaching, learning and progression takes place in all allocated classes.
- Mark, assess, record and report on student achievement and maintain accurate records as required.
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the Subject/Faculty or examination boards.
- Meet deadlines for reporting, marking, submission of coursework and other assignments.
- Use data effectively to evaluate student progress and inform learning programmes.
- Ensure homework is regularly set and marked.
- Follow school policies for assessing, recording and reporting on student achievement, and use these to set targets for further improvement.
- Establish high expectations and ensure that clear targets are set for student achievement including those with special educational needs, the more able, and those who are disadvantaged.
- Contribute to the development of schemes of work, Subject, Faculty and School policies as appropriate.
- Employ a range of behaviour management strategies to maintain a purposeful, orderly classroom environment including neat storage and learning centred displays.
- Undertake specific duties within the Faculty as agreed with your line manager.
- Attend and contribute to appropriate meetings and professional development activities.
- Follow school policy and support the Leadership Team in the effective operation of the school.
- Teach, including planning, setting homework, marking and assessment in line with school policies.
- Engage with whole-school initiatives.

### **2. Management of Resources**

- Ensure that school resources are properly maintained.
- Maintain an orderly classroom with neat storage and safe keeping of school property.

### **3. Other Professional Requirements**

- Establish good working relationships with staff, students and parents.
- Have responsibility for a tutor group as required.
- Use the subject taught to prepare students for the opportunities, responsibilities and experiences of adult life.

# Helena Romanes School

## Person Specification: Classroom Teacher

Category	Essential	Desirable	Evidence
<b>Qualifications</b>			
Qualified to teach and work in the UK	✓		Application Interview
Ability to teach ages 11-16	✓		References
Ability to teach Post 16		✓	
Good relevant degree	✓		
<b>Experience, Knowledge &amp; Understanding</b>			
Experience of raising supporting students' progress	✓		Application Interview
Evidence of continually improving own teaching and learning	✓		References
Up to date knowledge in the subject area	✓		
Good knowledge of pedagogy	✓		
Able to use ICT as a vehicle for effective learning and teaching	✓		
Understanding of the strategies needed to establish consistently high aspirations, outcomes and behaviour	✓		
<b>Personal Qualities</b>			
A willingness to lead development of policies and practices and promote collective responsibility for their implementation	✓		Application Interview
High expectations for accountability and consistency	✓		References
Resilience, motivation and commitment to driving up standards of achievement	✓		
Enthusiastic, confident, positive, self-motivated and determined	✓		
Excellent communication, planning, organisational, listening and time management skills	✓		

Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition	✓		
Commitment to regular and on-going professional development and training to establish outstanding classroom practice	✓		
Readiness to reflect and self-evaluate, and the ability to change, develop and improve	✓		
Work effectively alone and as a part of a team	✓		
Develop positive relationships and act as a role model to staff and students	✓		
High levels of honesty and integrity	✓		
<b>Other</b>			
The post holder will be subject to an Enhanced Disclosure and Barring Service (DBS) check	✓		Application Interview
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity	✓		References

## How to Apply:

To apply for the position please submit an application form, inclusive of a supporting statement as to why you would be suitable for this role, which can be found on our website, to our HR Officer Eleanor Ball via email [eball@hrs.education](mailto:eball@hrs.education)

The Governing Body is committed to promoting equality of opportunity, celebrating diversity, safeguarding and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment.

This post is subject to an enhanced DBS check and satisfactory references.

The school reserves the right to interview candidates before the published closing date.