

Trinity & St Michael's Church of England and Methodist Primary School

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Do everything in



1 Corinthians 16:13-14

KS1 Phase Leader Information Pack

Contents

1. Letter from Headteacher
2. Recruitment Schedule and Process
3. Advert
4. Job Description
5. Person Specification

1. Letter from Headteacher

Dear Applicant,

Thank you for showing an interest in the vacancy at Trinity & St Michael's Church of England and Methodist Primary School. Our school is located in the Lancashire village of Croston and as a school we take spiritual inspiration, support and guidance from both of our villages churches. This is a rare opportunity to join an outstanding school.

About the post

This is a permanent post, and we are looking to appoint an excellent classroom practitioner with good knowledge and experience of teaching and learning in Key Stage 1 and EYFS. We welcome applications from teachers aspiring to become a middle leader or experienced middle leaders.

The role will be leading a Key Stage 1 team. Candidates will be expected to be confident in teaching across the Key Stage, with the exact year group to be decided once the candidate has been appointed.

Application Process

Candidates should ensure that they meet the criteria set out in the person specification. Shortlisting for the second stage of the recruitment process will be based closely on how well the applicant matches the criteria. Candidates are encouraged to refer to specific examples of their practice to illustrate their understanding of the requirements.

Applications should be emailed to the school (bursar@croston-pri.lancs.sch.uk) and all applications received will be acknowledged within 48 hours. If you do not receive confirmation, please contact us by telephone to check.

Visits to school are encouraged prior to application as this will provide an opportunity for you to ask questions about the role and will assist you in your decision-making process.

Yours Sincerely,

Claire Procter
Headteacher

2. Recruitment Schedule and Process

To find out more information about Trinity & St Michael's Church of England Primary School please look at our school website at www.trinitystmichaelscroston.co.uk

Post details and an application form are available to view and download from LCC Vacancies Online.

Visit to school

Visits to school are encouraged prior to application. Please email school, bursar@croston-pri.lancs.sch.uk, to book on one of the guided tours:-

Thursday 9th March 9.30am

Monday 13th March 4pm

Thursday 16th March 2.30pm

Supporting Letter

Candidates should write a supporting statement to the Headteacher, which should be no more than three sides in size 12 Arial font.

Please note CVs are not accepted.

Application Form

The Blackburn Diocese Application Form must also be fully completed, ensuring there are no gaps in your career history. In the references section of the application form, please clearly give details of two referees. References from employers are preferred, one of which should be your current employer.

Applications Forms and supporting letters should be emailed to bursar@croston-pri.lancs.sch.uk

Attendance

An excellent attendance record is essential. We will contact your current employer for attendance information if we make you a conditional offer of employment. An offer of employment will also be conditional on satisfactory medical clearance. The successful candidate will be asked to complete a confidential online medical questionnaire for submission to Occupational Health.

Child Protection and Safeguarding

The welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

GDPR and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Recruitment and Selection Process Key Dates

Visits to school:

Thursday 9th March 9.30am

Monday 13th March 4pm

Thursday 16th March 2.30pm

Closing Date for Applications: 12 Noon Friday 24th March 2023

Shortlisting: Monday 27th March 2023

Lesson Observations: Week beginning Monday 17th April 2023

Interviews: Monday 24th April 2023 and Tuesday 25th April 2023

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure and Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions. The Health and Safety at Work Act 1974 obliges employers to take reasonable steps to reduce any workplace risks, therefore we encourage all of our employees to be vaccinated to protect themselves and everyone else at the workplace.

3. Advert

Post: Key Stage 1 Phase Leader

Start Date: 1st September 2023

Grade/Salary: Main Scale/UPS + TLR 2.1

Contract Type: Permanent

Contract Terms: Full Time

Closing Date: Friday 24th March 2023 at noon

The Governors of Trinity & St Michael's Church of England and Methodist Primary School are seeking to appoint an inspirational, enthusiastic and self-motivated Key Stage 1 Phase Leader.

This is a rare opportunity to join an outstanding school and it is a post that would suit a new or experienced middle leader.

Trinity & St Michael's Church of England and Methodist Primary School is a fantastic primary school located in the Lancashire village of Croston. As its name suggests, the school takes its spiritual inspiration, support and guidance from both village churches. They support school in providing an education of the highest quality. The school's Christian identity permeates all aspects of school life, and our values underpin our whole curriculum. As a result, school is oversubscribed with an intake of 30 children and 216 children on role.

We welcome applicants from the teacher pay range including UPS teachers. Please state your specialisms and areas of interest on your application. This is not a post for an ECT.

We are looking for

- An inspirational teacher with experience of teaching in KS1 or EYFS.
- An aspiring leader to work with our Headteacher to build upon our considerable successes and take us forward on the next phase of our school journey.
- Someone who has the ability to nurture talent.
- Someone who will contribute to the Christian vision of our school.

In return, we can offer

- A happy place to work
- 216 wonderful and hard-working pupils.
- A commitment to the prioritisation of wellbeing
- A team of highly dedicated and hardworking staff.
- A highly supportive Governing Body and Senior Leadership Team
- Strong links with the Blackburn Diocese, Methodist Academies and Schools Trust (MAST) and Lancashire Local Authority.
- A commitment to continuing professional and spiritual development.

4. Job Description

Post: Key Stage 1 Phase Leader

Responsible to: Headteacher

This job description and the allocation of particular responsibilities may be reviewed following consultation at performance management discussion and at any other times on request.

School Vision

At Trinity & St Michael's Church of England and Methodist School we strive to follow Jesus' example and **do everything in love.**

Through living out our Christian Values we seek to equip our pupils with the skills to be able to **learn to love** and **love to learn** so that they are able to become the very best they can for themselves, for others and for our wonderful world. We want children to be able to enact positive change across all spheres of society.

"Stand firm in the faith, be courageous, be strong, do everything in love"
(1 Corinthians 16:13-14)

Main Duties & Responsibilities

Teaching and learning

Lead, manage and promote high-quality teaching and learning across the phase.

Work in conjunction with the headteacher and other relevant members of staff in developing a curriculum framework for the phase.

Implement strategies for teaching and learning that are appropriate for all pupils and enable a successful transition to KS2.

Monitor lesson planning and pupils' work to ensure adapted activities are implemented where appropriate.

Display exemplary classroom practice which meets the aims and objectives of the school and secures high standards of learning and behaviour.

Monitor the quality of teaching and learning across the phase, setting achievable expectations and offering support and advice where appropriate.

Work alongside the leadership team to monitor and promote effective pupil progress, implementing arrangements for appropriate provision for struggling pupils where necessary.

Implement strategies for teaching and learning that are appropriate for all pupils, regardless of their ability or needs, working alongside the designated safeguarding lead and Special Educational Needs Co-ordinator where necessary.

Ensure plans such as education, health and care plans, individual healthcare plans and behaviour plans are implemented across the phase as necessary.

Identify need for in-class support, e.g. teaching assistants, and organise and deploy the relevant support.

Monitor and evaluate teaching throughout the phase to guarantee continuity and progression.

Monitor and evaluate the impact of teaching and learning across the phase and identify areas for improvement.

Assist in creating and implementing positive strategies that celebrate diversity.

Develop links with parents of pupils throughout school to encourage parental involvement in their child's progress and the school's wider activities, where appropriate.

Ensure the classroom environment is comfortable for all pupils and promotes the highest standard of work.

Keep up-to-date with developments in teaching and learning within the sector and inform others as appropriate.

Assessment and reporting

Take responsibility for the organisation and administration of assessment across the phase, ensuring that statutory requirements are met and school procedures are followed.

Collate assessment information in conjunction with the headteacher and other relevant members of staff.

In conjunction with other members of staff, assess and report on the school's performance in relation to local and national results, and the school's own targets.

Contribute to the monitoring, analysing and reviewing of the effectiveness of policies, priorities and targets, in light of assessment data.

Ensure appropriate strategies are implemented in the phase to address areas for improvement highlighted by assessment data.

Leadership

Be a member of the leadership team.

Lead, manage, motivate and inspire staff members working in the early years and KS1 team.

Adopt a positive attitude that motivates and inspires other members of staff, helping to enable staff to carry out their roles to the highest standards.

Plan, organise and lead regular meetings with phase staff.

Take responsibility, in conjunction with other relevant members of staff, for the induction of new staff in the phase and act as a mentor to new staff.

Take the lead, where appropriate, on communication with parents and the wider school community in relation to the phase.

Identify, in conjunction with phase staff, group and individual training needs, provide support, and organise required training.

Organise relevant CPD for members of staff in the phase.

Contribute towards the recruitment and interviewing process for new staff members in the phase.

Ensure staff in the phase are committed to, and promote, the school's vision, ethos and policies.

Attend and contribute effectively to leadership meetings as required, and report back to other KS1 staff when necessary.

Provide support and organise required training for KS1 staff, undertaking performance reviews with the headteacher as appropriate.

Act as an efficient line of communication between phase staff and the leadership team.

Strategic direction and development of the school

Support and encourage the development of the Christian vision, ethos and policies of the school.

Assist in the creation and implementation of the SDP, especially aspects that relate to KS1.

Support the evaluation of the effectiveness of the school's policies and assist in analysing their impact on the school.

Lead new initiatives across the whole school, especially in KS2.

Assist in developing and enhancing the KS2 curriculum.

Development and deployment of resources

Manage the development and deployment of resources in the phase, e.g. reading books, with maximum efficiency to meet school objectives and achieve value for money.

Establish the staffing and resource requirements for the phase, and advise the headteacher, leadership team and governing board of priorities for expenditure.

Monitor and review all resources in the phase in terms of quality, quantity and use, in order to improve the experience and outcomes of pupils, ensure efficiency, and secure value for money.

Other

Undertake tasks related to the day-to-day administration and organisation of the phase, as requested by the headteacher or deputy headteacher.

Undertake any additional tasks and responsibilities relating to the phase, as determined by the headteacher.

Establish and maintain positive relationships with other staff, parents, governors and other relevant members of the school community.

Undergo appropriate training opportunities to promote professional effectiveness in the role.

Other Information

The list of duties should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as many reasonably be required without changing the general character of the duties or the level of responsibility entailed. This would not justify a reconsideration of the grading of this post.

5. Person Specification

Key Stage 1 Phase Leader

The successful candidate will have:		Essential	Desirable
Qualifications and training	An enhanced DBS and barred list check	E	
	A 2:2 or above degree in a relevant subject area	E	
	Qualified teacher status	E	
	At least five years' full-time teaching experience		D
	Evidence of further personal study or professional development		D
	A relevant leadership qualification		D
The successful candidate will be able to:		Essential	Desirable
Faith Commitment	To demonstrate faith, character, and leadership qualities in order to promote the Christian ethos and distinctiveness required of this post	E	
	Support and develop the Christian character of School, its pupils, and staff	E	
	Lead school worship	E	
	Foster and develop relationships between the school, local Churches and their community, Diocese of Blackburn and Methodist Circuit	E	
The successful candidate will have experience of:		Essential	Desirable
Experience	Teaching at Key Stage 1 and/or EYFS and displayed exemplary practice	E	
	Leading or managing other staff members in a school environment through subject leadership	E	
	Managing, monitoring and evaluating the quality of teaching and learning	E	
	Contributing to whole-school self-evaluation	E	

	Assisting in developing school policies	E	
	Effectively supporting pupil wellbeing and behaviour	E	
	Working with pupils of all abilities, including those who are more able and those with SEND and medical conditions	E	
	Utilising a range of assessment procedures	E	
	Working with outside agencies		D
	Successfully allocating and managing a budget		D
	Organising and/or delivering staff training		D
	Assisting in the performance management process		D
	Using data analysis of assessment data to raise standards of achievement		D

The successful candidate will have the ability to:		Essential	Desirable
Knowledge and Skills	Demonstrate leadership qualities by leading, motivating and working effectively with other members of staff	E	
	Create a stimulating, challenging and purposeful learning environment	E	
	Contribute towards strategies that aim to support the development of the school	E	
	Communicate effectively using a range of different methods	E	
	Teach using a wide range of strategies that meet differing learning styles and the needs of all pupils	E	
	Raise standards of achievement	E	
	Effectively deploy and utilise resources	E	
	Use technology effectively in the classroom	E	
	Demonstrate an awareness of the current		D

	developments/advancements in technology and the possible application to school		
	Display strategic management skills		D
	Be able to maximise the potential of all staff		D
	The successful candidate will have up-to-date knowledge, or an understanding, of:	Essential	Desirable
	Current developments in the education sector and primary education	E	
	School policies and procedures in general	E	
	The successful candidate will have:	Essential	Desirable
Personal Qualities	An excellent attendance and punctuality record	E	
	The ability to develop and maintain positive relationships with colleagues and other members of the school community	E	
	The ability to manage and resolve conflict	E	
	Uphold high standards of themselves, other staff and pupils	E	
	Excellent time management skills and organisation	E	
	High expectations of self and professional standards	E	
	The ability to work independently and as part of a team	E	
	High levels of drive, energy, and integrity	E	
	A commitment to promoting equality of opportunity	E	
	A flexible attitude	E	
	The successful candidate will be:	Essential	Desirable
	Committed to the value and promotion of the Key Stage	E	
	Dedicated to promoting their professional development and that of others	E	
	Committed to contributing to the wider school and its community	E	

	Committed to enriching the lives of young people through extra-curricular activities	E	
	Professionally assertive and clear-thinking	E	
The successful candidate will:		Essential	Desirable
Safeguarding	Display commitment to the protection and safeguarding of children and young people.	E	
	Form and maintain appropriate relationships and personal boundaries with children and young people	E	
	Have up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E	
	Co-operate and work with relevant agencies to protect children and young people	E	