

Eldon Primary School



Our Vision Statement

Eldon expects the best...
Let's be the best that we can be!

Phase Leader Application Pack
2023/24

Eldon Primary School
Preston
Lancashire

PR1 7YE

24th November 2023

Dear Applicant

Phase Leader with an additional TLR (up to TLR1 commensurate with experience) for leading a Key Stage and Class teaching

Thank you for your interest in this post. I hope that the information included in this pack will help inform your application.

The Governors of Eldon Primary School are looking for a motivated, experienced and highly skilled teacher to work with our talented children, staff and school community. We are looking to appoint an outstanding class teacher with superb communication skills, who is committed to the children and to help maintain Eldon's outstanding credentials. The post involves leading a team of committed professionals in a Key Stage as well as contributing to Eldon's Senior Leadership Team. The successful applicant will have a proven track record of working in the key stage they are applying for and experience in coordinating a subject, across the school. This post will suit a progressive and ambitious 'senior teacher' who wants to step into a leadership capacity. We want to appoint the right person for our school, and are therefore asking candidates to state their preference of either KS1 or KS2 Leader. You may feel you could lead either phase, in which case, please just state 'no preference' on your application form.

The successful candidate will be a qualified and experienced teacher. They will have high expectations for themselves, our pupils and staff. You **MUST** be able to motivate and inspire as a teacher and a leader, and be passionate in using your skills and knowledge to provide highly effective curriculum delivery. You will be a positive person – always finding solutions to hurdles!

Standards of attainment and behaviour at Eldon Primary School are exemplary with our children aged 2 years upwards, always eager to learn and to rise to challenges. Eldon's highly successful and creative approaches to learning are recognised locally, regionally and nationally. The staff and governors are totally committed to the school; our parents and wider school community are also supportive and very proud.

The interview will be a 2-part process. Shortlisted candidates will be observed teaching following shortlisting. Only candidates who are successful at this stage will be invited to interview.

Should you choose to apply, please ensure that you provide evidence in a succinct manner in your supporting letter.

I hope this information will encourage you to submit an application. Applications can

be submitted via email to: head@eldon-pri.lancs.sch.uk

Closing date for applications is Tuesday 12th November 2023, 12 noon. Shortlisting will take place on the same day and observations and interviews thereafter.

Visits are highly recommended. Please email: head@eldon-pri.lancs.sch.uk for an appointment.

Yours sincerely,

Azra Butt
Headteacher

Eldon Primary School
Personnel Specification Senior Teacher Post with a TLR (commensurate with experience) for leading a Key Stage

Requirements	Essential (E) Or Desirable (D)	To be identified by: Application form (AF) Interview (I) References (R) Observation (O)
<u>Application</u> Fully completed application form Well considered and relevant supporting letter Professional references should provide a strong level of support for skills, knowledge and attributes referred to below.	 E E E	 AF AF R
<u>Training and Qualifications</u> QTS Degree Successful primary school experience Professional development in preparation for a leadership role	 E E E D	 AF AF AF/I/R AF/I/R
<u>Experience</u> Significant class teacher experience of teaching in either KS2/ Key Stage 1 Involvement in school self-evaluation and development planning Line management experience Experience of contributing to staff development Experience of working with and engaging parents and the wider community Building positive relationships with pupils across the school and motivating them to be their best	 E E D E E E	 AF/I AF/I AF/I AF/I AF/I AF/I
<u>Professional Knowledge, Skills and Understanding</u> Pupils' educational development in KS2 / Key Stage 1	 E	 AF/I/R/O

Knowledge and understanding of EYFS Framework, Development Matters and the National Curriculum and how to deliver these in an engaging manner	D	AF/I/R/O
Effective teaching and learning strategies for Early Years and Primary Education	D	AF/I/R/O
How to adapt teaching and learning strategies to meet the needs of all pupils	E	AF/I/R/O
Knowledge of how children learn	E	AF/I/R/O
Application of ICT to teaching and learning	E	AF/I/R/O
How to monitor, assess, record and report on pupils' progress	E	AF/I/R
Exceptional behaviour management	E	AF/I/R
Plan effectively for progression across the age and attainment range within a class	E	AF/I/R
Lead the development of teaching and learning in a Curriculum subject	E	AF/I/R
Lead the development of teaching and learning in a Curriculum subject	E	AF/I/R
Statutory requirements / legislation regarding Safeguarding and child protection, SEND, Equal opportunities and Health and Safety	E	AF/I/R
Understanding of high quality teaching, and ability to model this for others and support others to improve	E	AF/I/O
Ability to communicate a vision and inspire others	E	AF/I/R
Ability to build effective working relationships	E	AF/I/R
<u>Attributes and Personal Qualities</u>		
Be committed to getting the best outcomes for the pupils in your care and promoting the ethos and values of the school	E	AF/I/R
Have high expectations for children's progress and attainment, combined with the ability to excite, enthuse and inspire them	E	AF/I/R/O
Create a happy, calm, secure, challenging and effective learning environment for the children	E	AF/I/R/O

Ability to build effective working relationships with pupils, colleagues, parents and Governors	E	AF/I/R
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	AF/I/R
Commitment to maintaining confidentiality and a professional attitude at all times	E	AF/R
Commitment to safeguarding and equality	E	AF/I/R
Ability to work under pressure and prioritise effectively	E	AF/I
Willingness to provide extra curricular activities	E	AF/I
Flexibility	E	AF/I
Warmth, energy and a sense of humour	E	AF/I
A team player	E	AF/I

Phase Leader Job description with a TLR (commensurate with experience) for leading a Key Stage

Post Title:	Class Teacher with Additional TLR (commensurate with experience for leading a Key Stage
Salary Grade:	Main Pay Scale/Upper Pay Scale + TLR (commensurate with experience and up to TLR1)

Accountable to:	The Head teacher
Staff responsible for:	Under the direction of the Head teacher and working with the Deputy Head teacher: You will be responsible for directing the work of support staff within the classroom, student teachers, work experience volunteers and parent helpers. As a 'senior teacher' you will lead the staff teams in the Key Stage you are responsible for.

Core Purpose:

As an experienced teacher' with responsibility for a Key Stage, under the direction of the Headteacher:

- ✓ work with the SLT to formulate the aims and objectives of the school
- ✓ establish policies for achieving the aims and objectives.
- ✓ Manage staff and resources to that end
- ✓ Monitor progress towards the achievement of the schools aims and objectives
- ✓ Model best practice for others

As you will have a class responsibility, you are required to carry out the **general duties** of a schoolteacher as set out in the most recent Schoolteachers' Pay and Conditions document and with regard to the current Teaching Standards. In discharging this responsibility you will be expected to work in accordance with the requirements of the Conditions of Employment of Schoolteachers, having due regard to the requirements of the National Curriculum in England, the school's aims, objectives and schemes of work, and any policies of the governing body.

You are required to carry out such **particular duties**, which form part of the STPCD document, which the Headteacher may reasonably direct from time to time.

Areas of responsibility and key tasks:

As a Class Teacher:

1. Planning, teaching, assessing and class management to:

- Provide a stimulating and organised classroom to enhance independent learning and pupils personal organisation skills.
- Identify clear teaching objectives and specifying how they will be taught and assessed.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Effectively utilise support staff to carry out designated activities.
- Set tasks which challenge pupils and ensure high levels of interest and ensure coverage of agreed programmes of study.
- Evaluate and reflect on teaching and learning to improve effectiveness.
- Make effective use of assessment – including AfL, marking and summative - in line with the assessment policy.

<ul style="list-style-type: none"> • Identify pupils with special educational needs, gifted and able children and children at risk • Promote positive behaviour based on the school's Behaviour Policy; monitor and intervene to ensure sound learning and discipline.
<p>2. Monitoring, assessment, recording, reporting to:</p> <ul style="list-style-type: none"> • Mark pupils' work in line with the school's marking policy and set targets for progress. • Assess and record pupils' progress systematically in line with the assessment policy, and use this to inform planning, recognising the level at which the pupil is achieving and to identify and manage in class intervention groups. • Prepare and present informative written and oral reports to parents.
<p>3. Leading KS2 or KS1 Teams:</p> <p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Support the Headteacher and SLT in the day to day management of the school • Communicate the school's vision and support the Headteacher's and governors strategic leadership • Lead by example, focusing on providing excellent education for all pupils • Lead on particular whole-school strategies and policy areas • Build positive relationships with members of the school community • Keep up to date with developments in education • Seek training and continuing professional development to meet own needs • Lead a core subject area across the whole school: Maths, English or Science <p>Managing Staff</p> <p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Assist with the selection and recruitment of new teaching staff • Performance manage the support staff in your key stages, including carrying out appraisals, providing professional development opportunities, including holding staff to account for their performance • Create a positive ethos amongst teams of staff where staff take responsibility for their own professional development skills and knowledge <p>Modelling best practice for teachers:</p> <ul style="list-style-type: none"> • Demonstrate excellent performance against the teacher's standards • Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others <p>Systems and processes</p> <p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Ensure that the school systems, organisation and processes are well considered, efficient and fit for purpose • Provide safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary

behaviour

- Implement systems for managing the performance of support staff in your key stages, supporting staff to improve and valuing excellent practice
- Work with the Governors as appropriate
- Support the distribution of leadership throughout the school

Please note this is illustrative of the general nature and level of responsibility of the role and will be commensurate with the TLR point awarded.

4. Other professional requirements to:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through professional conduct.
- Have a commitment to inclusion and endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Have a commitment to engaging learning experiences – including through outdoor learning, real life learning and creative experiences.
- Contribute to the corporate life of the school through effective participation in meetings and management systems such as school development planning.
- Take responsibility for personal professional development, including active participation in performance management / appraisal.
- Liaise effectively with parents and governors.
- Determine resource needs of class in consultation with subject leaders.
- Develop aspects of citizenship issues including British Values and the school values.
- Take on any additional responsibilities which might from time to time be determined through mutual discussion.

Equal Opportunities:

We are committed to 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. As a school, we will ensure that the policy is properly applied.

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 and staff code of conduct.

Safeguarding Commitment:

Eldon Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are subject to an initial and updated DBS, an induction period and the new guidance on disqualification by association.