



St. Michael's CE Primary School

Phase Leader Job Specification



St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

It is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development portfolio and our commitment to staff development.

We are now looking to appoint an inspirational nursery Phase Leader to join our fantastic team. This is an incredibly exciting opportunity for experienced teachers looking for a new managerial challenge and would thrive on the opportunities provided by joining an Outstanding school.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on info@stmichaels.wandsworth.sch.uk or look on our website: www.stmichaels.wandsworth.sch.uk





WELCOME TO ST. MICHAEL'S CE SCHOOL



PHASE LEADER POST INFORMATION

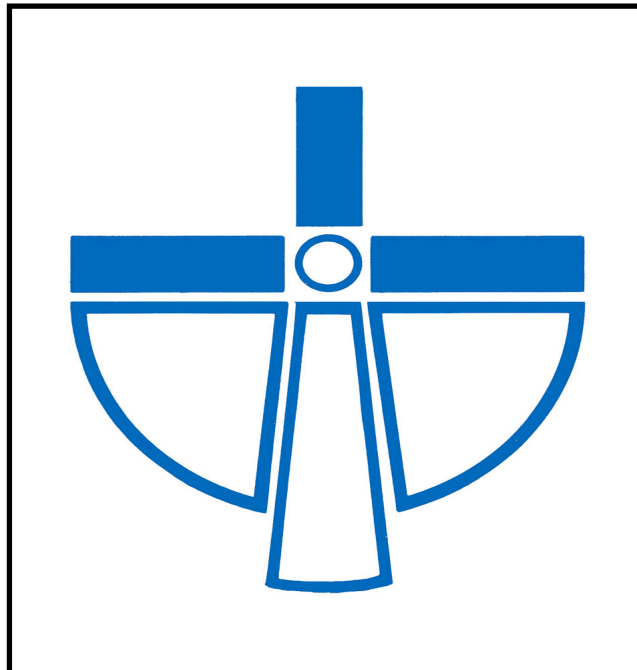
ADMIN DETAILS

**Closing Date and shortlisting for applications: FRIDAY
27TH MARCH 2020: 12:00 NOON**

**Interviews and observations of short-listed
candidates: THURSDAY 2ND APRIL 2020 (TBC)**

Required for: September 2020

Visits most welcome: Contact on 020 8874 7786





ST. MICHAEL'S CE SCHOOL
PHASE LEADER
Required for September 2020



- Are you looking towards the next stage of managerial development?
- Would you like the opportunity to be part of a dynamic and very successful team?

If so read on...

We are looking for a Phase Leader who is an **experienced, passionate, innovative and outstanding teacher with outstanding leadership qualities** and **ambitions to inspire our staff and children and join our high-performing team.**

We are seeking to appoint an excellent teacher with **proven outstanding successful managerial experience** to join the Leadership Team as of September 2020.

This post will involve taking on managerial responsibility as a Phase Leader which will involve: monitoring of teaching, including assessment and target setting within a Phase as well as thinking out Inclusion and SEND provision.

Please do email info@stmichaels.wandsworth.sch.uk for any more information and a tour of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service (DBS) and clear medical clearance.

We can offer you:

- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders - as recognised by Ofsted and SIAMS- who will provide constant support and development opportunities
- A very supportive parent / school community
- A TLR for your Leadership post as Phase Leader

For an application pack please refer to our school website <http://www.stmichaels.wandsworth.sch.uk/index.php/our-school/vacancies/> where all the information can be downloaded.

An application pack can be downloaded from the Wandsworth Council website www.wandsworth.gov.uk/jobs. Completed application forms should be returned to the school either by email or post.

Please note that we only consider applications made on the SDBE Application form.

Closing date: FRIDAY 27TH MARCH 2020 (at 12:00 noon)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service check. For all teaching staff a teaching qualification and skills check is also required.



ST. MICHAEL'S SCHOOL PROFILE



St. Michael's is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and for the end of term services.

Our Recent SIAMS Church Inspection 2019 stated that:

The school has a deeply embedded inclusive Christian vision which excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward thinking and outward looking institution. It successfully challenges and nurtures pupils' academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.

We consider ourselves to be a friendly, family orientated school serving the community of Southfields. Our last Ofsted Inspection cited:

"This is an outstanding school. The great majority of parents agree. They say that their children make excellent progress here and are very happy." **(Ofsted 2008)**

"All pupils make outstanding progress from their starting points and, by the end of Year 6, their overall standards are well above average". **(Ofsted 2008)**

The full report can be viewed on our school website www.stmichaels.wandsworth.sch.uk

Children enter the Reception class in September prior to their fifth birthday and we hope stay with us until Year 6 when at the age of eleven years they transfer to secondary school. There are 14 classes in total as we are two-form of entry.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own "Positive Behaviour Policy" which is a result of whole staff, Governor, parent and pupil input.



JOB DESCRIPTION PHASE LEADER



Job Title: Standard National Scale Teacher

Responsible To: Headteacher - Mrs. Ann-Marie Grant

General Job Description Standard National Scale:

- 1. The teacher will ensure that at all times they provide an effective, stimulating, well-organised classroom by:**
 - planning, preparing, assessing, evaluating and modifying teaching processes according to the National Curriculum, in line with the school's policies.
 - meeting all the varied needs of individual learners; helping to remove barriers to learning and supporting other staff to do this;
 - selecting appropriate resources and making these accessible to learners.
 - maintaining regular records of learner's progress and achievement and reporting to parents as required.
- 2. The teacher will contribute to the general development of the school by:**
 - working closely with teaching and support staff in the development and delivery of the curriculum, and the pastoral work of the school;
 - attending relevant courses to support individual professional development and the school's needs;
 - relating to, and communicating with, parents, and encouraging their active participation in their child's education;
 - participating in general, curricular and policy-making meetings;
- 3. The teacher will ensure that the principles of the Equality Act and Equal Opportunities policies of the Local Authority, the Southwark Diocesan Board of Education (SDBE) and the school are implemented at all times.**
- 4. To carry out, demonstrate and be committed to all of the National Teaching Standards in line with career level expectations.**

Professional Objectives for experienced teachers:

The objectives below relate to the individual subject leader role, which you would have responsibility for (dependent on experience), ensuring that standards and levels of achievement are monitored and evaluated and where necessary appropriate action is taken. Regular feedback will need to be given to the Senior Leadership and Management Team (SLMT)

- To further develop your role within the school and ensure that you take on fully the leadership role for your subject / faculty area
- To continue to familiarise oneself with the routines and procedures of the school and become an active member of the relevant age phase department.
- To carry out ongoing self-evaluation/monitoring of teaching and learning standards in the area of responsibility, identifying priorities for development and action planning for improvement as part of the School Development Plan.
- To pursue your own professional development, particularly in the area of responsibility to be decided upon, and lead staff development as and when necessary.
- To carry out an internal audit of resources within the school for your area of responsibility and support staff with resourcing to match the needs of the curriculum and individual pupils;
- To be responsible for a budget for your subject and expendable resources, ensuring that there are enough materials for each class and the subject.
- To carry out any other tasks identified during the year relating to the development of your subject area within the school and as identified in the School Development Plan. (These will be included in Appraisal/the termly objective meetings schedule / discussions held with the Headteacher).

Managerial Objectives

- Take a pro-active role in developing curriculum policies initiatives and monitoring across the school.
- Take part in the whole school Appraisal/Performance Management process, agreeing appropriate pupils progress and personal objectives linked to the class and area of responsibility.
- Organise and co-ordinate the training for the subject area for teaching staff across the school.

Other specific areas of responsibility will be added dependent upon the skills of the successful candidate



JOB SPECIFICATION



When writing the supporting statement **please ensure** that you have **covered all the points below in order**. Please give personal examples to support the points, which make clear your role and responsibilities.

Criteria

Qualifications

Have achieved QTS status and skills test

Evidence of ongoing relevant professional development.

Experience:

Minimum of 5 years teaching experience in the primary age range.

Evidence of assuming and leading responsibilities for curriculum development in a whole school context.

Teaching experience in the EYFS Phase

Experience as a Key Stage Leader

Knowledge, Skills and Abilities:

Ability to interpret and analyse attainment data to identify learning needs and set targets.

Ability to recognise high quality EYFS practice and to model this for others.

Ability to keep pupils safe, including child protection and forming and maintaining appropriate relationships.

Ability to create and maintain a safe, happy, stimulating and well-organised classroom and phase.

Ability to undertake high quality observations of young children's learning and development.

Ability to plan and deliver lessons to meet the needs of all learners across all areas of their development.

Ability to maintain high standards of behaviour and excellent discipline using positive strategies

Ability to understand and plan for SEND provision as well as the writing and use of Provision Maps and intervention groups

Criteria

Knowledge of the Statutory Framework for the Early Years Foundation Stage as well as the KS1 and KS2 National Curriculum.

Knowledge of Development Matters within the EYFS.

Knowledge and understanding of assessment for learning.

Knowledge and understanding of how young children learn best, including those with SEND who may be working on their own curriculum

An understanding of the role of parents/carers in improving attainment and experience of working directly with parents/carers.

Management:

Managerial experience:

Proven experience of having had managerial experience in leading and developing a subject area / Phase/Key Stage Area.

Proven experience of having introduced, developed and embedded a whole school initiative.

Proven experience of any managerial responsibilities that will be suited to the post of Phase Leader.

Ability to lead other adults as well as work collaboratively as part of a team.

Ability to train, support and challenge others when necessary.

Ability to communicate effectively both orally and in writing, as well as delivering presentations to staff and parents.

Personal Qualities:

Sympathetic to the Christian ethos of our Church of England School.

Sharing our schools Christian Values

High expectations of all learners

Committed to taking account of pupils' views for school improvements

Reflective and self-evaluative in developing as a teacher

Adaptable and flexible.

Recognises the importance of confidentiality in a school context.



SHORTLISTING AND INTERVIEWS



We ask applicants to note the following points before applying:

The closing date and time for all applications is FRIDAY 20TH MARCH 2020 (12:00 NOON).

- All applications will be processed and a short-list drawn up.
- **Short-listed Candidates:** Contact will be made with short-listed candidates by the **end of FRIDAY 20TH MARCH 2020.**
- **Interviews:** Interviews will be held on **THURSDAY 26TH MARCH 2020.**

To ease the short-listing process we ask applicants to note the following:

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When writing the supporting statement please ensure that you have covered all the points in the Selection Criteria **in order**. Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees

Visits are welcome and actively encouraged as you will be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time.

We look forward to hearing from you.

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children, St. Michael's is the school for you!

**Find out about us on our school website
www.stmichaels.wandsworth.sch.uk**