

Hotham Primary School

Charlwood Road
London
SW15 1PN



Join Our Team

Early Years Phase Leader
March 2021

Welcome to Hotham



Thank you for your interest in the position of Early Years Phase Leader at Hotham Primary School.

Hotham is a confident and creative community primary school in the heart of Putney. A key word to life at our school is 'purpose'. We believe that children need to understand what they are learning, why they need to know it and to have the opportunity to apply their learning in meaningful ways. Purpose also extends to our decision making as a staff team. Everything we choose to do must have a positive impact on our children and help our school achieve its vision.

Our school is a successful school. Wellbeing is prioritised for all members of our school community. Children are given limitless opportunities to succeed and routinely achieve above national averages. Ofsted judged Hotham as 'good' under the new framework in a recent inspection which took place in autumn 2019. We value languages, with all pupils learning French from day one.

This is a unique opportunity to lead our Early Years and take it to the next stage in its development. Our Early Years is a special place and our nursery and reception classes are in many ways the most important rooms in the school. This is where children start their learning journey, and our Early Years team plays a central role in ensuring that our pupils are successful as they move up the school.

Reading sits at the centre of the curriculum at Hotham. It all starts in Early Years, where our staff intuitively understand their role in teaching pupils the foundation of reading, through a structured approach to phonics and by instilling an early love of books and literature. As such, the post holder will also be responsible for leading phonics and early reading across EYFS and KS1.

As part of the Senior Leadership Team, the successful candidate will also be involved in shaping the wider future of our school. As a team, we work collegiately to improve all aspects of our school. We never sit still and we always expect the best for our children and families.

We are looking for someone who shares our values and is ready to take the next step in their career. Hotham is a special school, and we think carefully about each recruitment decision we make. If this post sparks your curiosity, I would encourage you to get in touch. Visits to the school at a mutually beneficial time can be arranged by contacting the school office.

Thank you for your interest in our school, and I look forward to meeting you soon.

Richard Byrne-Smith
Headteacher



Job Description

Phase Leader – MPS/UPS + TLR 2B

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

Main purpose

The Phase Leader will provide strong leadership focused on improving the quality of teaching and learning and outcomes across the phase. As a member of the Senior Leadership Team, the phase leader plays a key role in promoting the school's vision, values and school development priorities.

Areas of Responsibility and Key Tasks

In addition to the responsibilities set out in the Class Teacher job description, and the professional duties of a teacher as described in the Teachers' Pay and Conditions Document, the role includes the following areas of responsibility.

Leadership and Management

- Accountable for the strategic leadership and management of the phase
- Lead, develop and monitor a curriculum subject area across the school as required
- Contribute to the wider development of the school as part of the Senior Leadership Team
- Set out high expectations for all and aim for outstanding outcomes for all pupils.
- Inspire, motivate and influence staff and pupils, especially within the phase, taking a lead role in developing and maintaining the highest standards of teaching and learning.
- Lead the development of excellent learning and teaching within the phase through monitoring and coaching.
- Lead phase meetings to ensure efficient and effective communication.
- Oversee timetabling to ensure curriculum provision is broad and balanced.
- Deploy support staff as required.
- Develop the school's partnership with parents and their involvement in their child's learning.

Teaching and Learning

- Lead staff, by personal example, in classroom teaching performance, using a wide range of strategies to support the development of outstanding learning and teaching throughout the phase.
- Liaise with other leaders to ensure curriculum continuity and progression.
- Lead pupil progress meetings to identify needs and target support.
- Promote positive behaviour within the phase, in line with the school Behaviour Policy.

Whole-school organisation

- Lead INSET training sessions as required.
- Take whole school / phase assemblies as required.
- Prepare and present reports and other forms of high quality communication, as required, e.g. to governors, LA, parents, outside agencies.

Whole-school strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Phase Leader will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Phase Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status	✓	
Excellent literacy and numeracy skills	✓	
Satisfactory DBS and safeguarding checks	✓	
Leadership qualification (e.g. NPQML)		✓
Experience		
Proven ability as an excellent class teacher	✓	
Experience of working successfully as part of a team	✓	
Teaching experience within the phase age group	✓	
Understands school development and improvement planning	✓	
Experiencing leading, managing and developing staff successfully		✓
Experience working with and presenting to Governors		✓
Has led an aspect of school improvement		✓
Professional Knowledge, Understanding and Skills		
Shows evidence of vision, initiative and leadership in raising standards	✓	
Working knowledge of teachers' professional standards, duties and legal responsibilities	✓	
Good understanding of the National Curriculum and Early Years Framework	✓	
Knows what constitutes quality and high standards in learning and teaching to raise standards and pupil outcomes	✓	
Understands whole-school issues and their implications for financial management	✓	
Understands the principles of inclusion and how these are embedded in school-wide strategy	✓	
Understands the principle of Equality of Opportunity	✓	
Understands and shows a commitment towards safeguarding, child protection and wellbeing	✓	
Specific Skills and Abilities		
Understands different approaches to managing pupil behaviour and how these can be applied	✓	
Good ICT knowledge and skills	✓	
Able to communicate effectively (both orally and in writing) to a variety of audiences	✓	
Personal Qualities		
Understands the school aims and values, and has a genuine desire to promote these	✓	
High expectations of themselves and the children they teach, and staff they manage	✓	
Good interpersonal skills, with the ability to enthuse and motivate children and adults	✓	
Able to establish and develop close relationships with parents, staff, governors and community	✓	
Has a flexible approach to work and is a proactive team member who shows respect for their colleagues	✓	
Excellent organisational skills and able to manage own work load effectively	✓	
Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner	✓	
Ability to address underperformance quickly and appropriately	✓	
Ability to motivate staff, develop potential and resolve conflict	✓	
Ability to handle a variety of complex issues and prioritise	✓	
Understanding and sensitivity in working with parents	✓	

Visiting Hotham

We are hoping to be able to host visits for prospective candidates during the week beginning 19th April. The visit will be hosted by the headteacher and there will be the opportunity to ask questions informally. If you are interested in visiting, please email recruitment@hotham.wandsworth.sch.uk

Please note that any visits will be subject to COVID restrictions depending on the situation at the time.

How to Apply

For further information and to apply please download an application and details below or from the Wandsworth Council website, <https://jobs.richmondandwandsworth.gov.uk/>

Please return the completed application to the school either by email (preferred) to recruitment@hotham.wandsworth.sch.uk, or post

Closing date: Thursday 22nd April 2021 at midnight

Shortlisting: Friday 23rd April 2021

Interviews: Tuesday 27th April 2021



Commitment to Safeguarding

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

This post is subject to a satisfactory DBS check and references.

CVs are not accepted.