



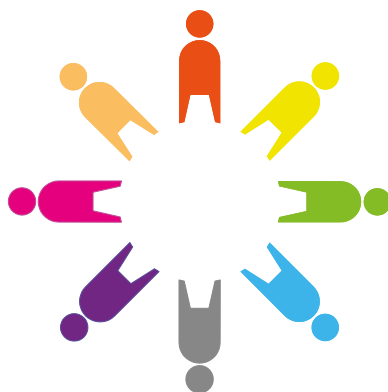
# Recruitment Information

## Leader of Learning

with TLR 2b

Key Stage One or Key Stage Two

May 2022



**Shakespeare**  
Primary School and Nursery



# Excellence in the heart of Leeds...

*'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'*

*'Middle leaders are ambitious, well trained and effective'*

*'You have put in place a stimulating and interesting curriculum'*

*'Pupils enjoy coming to school and they are rarely absent'*

*'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'*

***'Staff morale is high'***

*'The strong relationships you and your staff have with parents are a real strength of the school'*

**Mark Evans, HMI Ofsted**

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*'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.*

**Sheryll Carter – Healthy Schools Assessor**

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*'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'*

**Steve Walker – Director of Children's Services, Leeds City Council**



## Required for September 2022, Salary Grade MPS/UPS plus TLR 2b, Curriculum Development Project Lead, Permanent Contract.

The Head Teacher and Governors are seeking to appoint a **Curriculum Development Project Lead with class teaching responsibility in Key Stage One or Key Stage Two.**

### The successful candidate will be a highly motivated individual who:

- Has shown they are excellent classroom practitioners
- Approaches their work with enthusiasm, resilience and creativity
- Is able to work as part of a team and lead the practice of colleagues
- Has a clear understanding of curriculum excellence

### In return we can offer the successful candidate:

- A thriving and successful school with the well-being of staff and pupils at the forefront of all decision making processes
- Opportunities to study National Professional Qualifications
- Shared planning with year group colleagues
- A brand new building with fantastic facilities, complete with extensive free parking and strong commuter links
- Individually tailored career development and training opportunities
- Children who have a thirst for learning and a desire to do well which is reflected in the support we see from parents

**Shakespeare Primary School is a place where children, staff and families thrive.**

Established in the heart of the city we have the privilege of serving a culturally rich, diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on. As a larger school we have the flexibility of opportunity that enables staff to flourish and advance onto the further stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you. Please see the attached letter from the Head Teacher for further details of the role.

Visits to school are welcomed on the following dates:

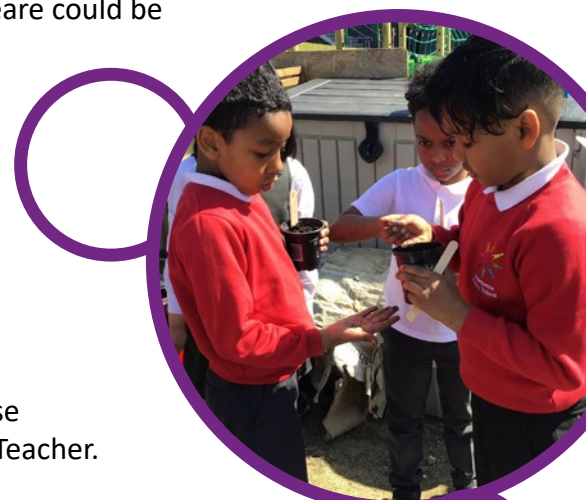
**Tuesday 10 May 2022 at 4pm and Tuesday 17 May 2022 at 4pm.**

Please contact the school **Business Manager, Victoria Brinkworth** on **0113 535 1000** or email [vbrinkworth@shakespeareleeds.org.uk](mailto:vbrinkworth@shakespeareleeds.org.uk) to arrange a visit.

If you are unable to visit, but are interested in finding out more please contact Victoria to arrange a telephone conversation with our Head Teacher.

**The closing date for applications is Thursday 19 May 2022 at 12pm.  
The selection process will be during week commencing 23 May 2022.**

*Details on how to apply are enclosed later in this document.*







## Dear Applicant,

Thank you for the interest you have shown in the Class Teacher post with a TLR 2b responsibility for curriculum development. The teaching role will be in either KS1 or KS2.

Our school is looking for a teacher who wants to join with us in providing the very best education for young children in our part of Leeds and is ready to further develop their leadership skills in developing our curriculum of excellence.

You will work in partnership with senior leaders to develop particular foundation subjects and aspects of our curriculum. Over time, these areas will change as different curriculum improvement priorities are identified. There will be leadership time to work with colleagues and curriculum consultants to continue to develop the school curriculum as well as regular leadership CPD opportunities. The successful candidate will have a clear understanding of what outstanding, research-based curriculum development looks like. They will have an ability to make things happen, and be able to inspire and lead the practice of colleagues.

## Our School

We are a growing school in a culturally rich part of the city, full of enthusiastic and engaged children. Our last OFSTED judged us to be a very good school with some significant outstanding elements. Our 'Curriculum of Excellence from the Heart of Leeds' is a knowledge-based curriculum designed to provide our children with the knowledge, skills and cultural capital that will equip them for the next stage on their learning journey. As a class teacher you will be part of our teaching team delivering inspirational lessons that ensure the aims of our curriculum are achieved.

We have recently moved to an amazing new school building with facilities which further enhance our curriculum – dance studio, cookery room, floodlit multi-sports pitch, wildlife areas, multiple playgrounds and break-out learning spaces. It truly is an exciting time to be joining the Shakespeare team.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities and believe that you fulfil the criteria in the job description and person specification then please return your application to the school by Thursday 19th May 2022.

To apply, please complete a Leeds City Council application form and a letter of application written clearly to the requirements of the role and which also states your preferred teaching phase.

Thank you.

Yours sincerely

**Julian Gorton**  
Head Teacher



## Job description for

# Curriculum Development Project Leader

**Job Title:** Curriculum Development Project Leader  
**Grade:** MPS/UPS plus TLR 2b  
**Accountable to:** Head Teacher  
**Accountable for:** Curriculum Development

You are required to carry out the duties of a teacher as set out in the Teachers Pay and Conditions Document with reference to the National Standards for Teachers. The job description for class teacher should be read together with this leadership job description.

## Purpose of the Job

- To support the work of the senior leadership team in achieving the school's vision for a curriculum of excellence from the heart of Leeds across all foundation subjects.
- To raise standards and accelerate curriculum development as identified through the school improvement process.
- To support teacher colleagues in the implementation of curriculum and pedagogical priorities and routines.
- To assist in the leadership and management of the school and to promote the well-being and achievement of staff and pupils.

To lead and support towards the achievement of external accreditations, including Charter Marks.

## Areas of Responsibility and Key Tasks

- Role model exemplary classroom practice.
- Under the direction of SLT to review and develop the curriculum, identifying key areas annually.
- To be a leading practitioner, modelling effective methodology and practice to inspire colleagues.
- To lead and manage pupil development across the school by providing strategic direction for the agreed area(s).
- To work with colleagues and lead the development of the curriculum through improving planning, procedures and policies.
- To lead school Improvement initiatives relevant to curriculum development by communicating effectively with pupils, parents, staff and Governors, and taking responsibility for parts of the school's INSET and staff development programme.
- To be responsible for implementing and evaluating an improvement plan for agreed curriculum area(s), which may change annually.
- To ensure with others that the agreed outcomes from the School Improvement Plan are achieved
- To monitor, evaluate and improve curriculum and planning.
- To lead the development of the curriculum by trialling and using innovative teaching strategies and then supporting colleagues to implement them, monitoring impact.

- To coach and mentor staff in order to develop their pedagogical skills and knowledge.
- To keep up to date with curriculum and policy developments.

To plan and deliver CPD and to assist colleagues, offering advice, support and expertise as required.

## Knowledge and Skills

- To have a thorough understanding of the accountability frameworks on which school curriculums are evaluated.
- Establish and engage in partnerships, including working with multi-agency teams.
- Collaborate and work within and across the community.
- Consult, engage and communicate with staff, pupils, parents and carers to enhance children's learning.
- Engage in cross phase working.
- Engage in school-to-school collaboration.
- Contribute to the achievement of community cohesion.
- Develop and sustain a safe, secure and healthy school environment.
- Develop a culture of learning and continuous professional development.
- Listen, reflect and communicate effectively.
- Engage parents in children's teaching and learning.
- Support development of whole school culture of best practice in teaching and learning.
- Create flexible and comprehensive learning opportunities for all pupils.
- Capitalise on appropriate sources of external support and expertise.
- Deploy technology to support teaching and learning.
- Seek expertise and advice from within and outside the school.
- Contribute to school improvement strategies and the process of school self-evaluation.
- Understand the principles and practices of monitoring/assessment/evaluation.
- Display the principles and practices of excellent pupil management.

## Person Specification

Attributes	Criteria	Essential/ Desirable	Where Found
<b>Experience</b>	• Variety of teaching experiences and learning styles within the Primary age range.	E	Form
	• Proven experience of exemplary teaching which has led to good progress and achievement.	E	Reference
	• Experience of monitoring/evaluating curriculum delivery.	D	Letter
	• Experience of leading and motivating a staff team.	D	Reference
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• BEd or equivalent.</li> <li>• Qualified teacher status.</li> <li>• Evidence of Professional Development.</li> </ul>	E	Form
		E	Verification
		E	Form
		D	Interview

Attributes	Criteria	Essential/ Desirable	Where Found
<b>Management</b>	• Knowledge of recent educational initiatives and the implications for school management.	E	Interview
	• Experience of making an impact on school improvement and a clear commitment to staff development.	D	Reference
	• Ability to analyse a problem and plan the solution through the use of data and a wider use of evidence	D	Letter/Interview
	• Ability to plan and manage time effectively.	E	Letter/Interview
	• Effective inter-personal and communication skills across the whole school community	E	Letter/Interview
	• Ability to work well with the Head Teacher and the Governors and parents.	E	Reference
	• Ability to lead positive behaviour management skills throughout the whole school.	E	Letter/Interview
	• Ability to demonstrate effective leadership, vision, enthusiasm and organisational skills.	E	Reference
<b>Professional Capabilities</b>	• A commitment to working in partnership with other agencies.	E	Letter/Interview
	• A commitment to maintaining a high quality learning environment.	E	Letter/Interview
	• A positive approach to school life.	E	Letter/Interview
	• Readiness to initiate and manage change.	E	Letter/Interview
	• Ability to evaluate your own strengths and areas for development and act upon that information.	E	Letter/Interview
	• A clear personal philosophy, with an understanding of how children learn, and vision for the future of Primary Education.	E	Letter/Interview
	• Knowledge of equal opportunity issues for both pupils and staff.	E	Letter/Interview
	• Ability to model challenging and inspiring teaching.	E	Reference
<b>Other attributes</b>	• A positive attitude to the changing climate in Education.	E	Interview
	• Commitment to working in partnership with parents.	E	Letter/Interview
	• Commitment to developing extra-curricular education and the Extended Schools Agenda.	D	Letter/Interview
	• Ability to balance working life with a healthy regard for life away from school.	E	Letter/Interview
	• Warmth and a sense of humour with an ability to be self-critical and flexible.	E	Interview



# The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and an application form can be downloaded.

## Application form

Please ensure that each section of the application form is completed in full, giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In terms of your continued professional development, please list any recent and relevant training you have attended and completed.

Should you have further information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use section 6, information in support of this application section.

The bottom of the application form should be signed, via an electronic signature if possible and dated.

## References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.





## Submission of an application

Please submit your typed application form and covering letter in advance of the **closing date on Thursday 19 May 2022 at 12pm** to our **Business Manager, Victoria Brinkworth** at [vbrinkworth@shakespeareleeds.org.uk](mailto:vbrinkworth@shakespeareleeds.org.uk).

We will confirm receipt of your application.

We regret that we are unable to accept CVs.

We will contact all applicants to let them know the outcome of the shortlisting process.

## Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

## Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via [office@shakespeareleeds.org.uk](mailto:office@shakespeareleeds.org.uk).





**Shakespeare**  
Primary School and Nursery

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[www.shakespeareleeds.org.uk](http://www.shakespeareleeds.org.uk)