



St John's CofE Primary School



## Phase Leader Recruitment Information Pack



May 2024

St John's CofE Primary School, High Road, Buckhurst Hill, IG9 5RX

*'Life in all its Fullness' (John 10:10)*

Dear Applicant,

Thank you for your interest in the vacancy starting September 2024.

The closing date for applications is Thursday 16th May 2024 with interviews being held Monday 20th and Tuesday 21st May 2024.

St John's C of E Primary School is part of the Epping Forest Schools Partnership Trust and is located next to Epping Forest, within walking distance of shops and the London Underground.

At St John's, we take pride in both our excellent academic achievements, and our outstanding track record of developing the whole child through the musical, artistic and sporting opportunities that we offer. Our six school values of Achievement, Honesty, Caring, Responsibility, Forgiveness and Resilience develop our pupils' character and attitude, ensuring that they leave St John's happy and well rounded individuals who are prepared for the next steps in their education. Our vision 'Life in all its Fullness' encapsulates our approach to providing children with the very best opportunities. The three pillars of Aspiration, Wellbeing and Global Citizenship contextualise who we are and what we value.

St John's CofE Primary School is the lead school of the Outstanding SCITT provider and is committed to developing future high quality teachers. We positively encourage staff to develop their careers and provide opportunities for them to engage in research based CPLD alongside NPQ courses for aspiring leaders.

We are looking for an enthusiastic and committed Phase Leader who has the leadership skills and enthusiasm to lead a mixed year group team at our school. The current Phase Leader vacancy is for Year 5/6.

St John's CE Primary School is an exciting school that seeks to inspire our children to achieve at the very highest level. We are passionate about working in partnership with parents and the community to ensure our children are given every opportunity to succeed.

We are looking for someone to join our supportive and caring team who:

- put children at the top of the agenda
- be able to demonstrate outstanding teaching skills with experience in teaching KS2
- have excellent interpersonal and leadership skills
- recognise the importance of teamwork
- demonstrates exemplary classroom practice and positive behaviour management.
- have a strong commitment to raising achievement for all children
- be open to new ideas and approaches
- participate in innovative development, particularly through using ICT

An application form can be obtained via the school website.

Salary: Main Pay Range / Upper Pay Range, plus TLR for leadership responsibilities.

The school is committed to safeguarding and promotes the welfare of children. It expects all staff to share this commitment.

Come and see our wonderful school for yourself. Visits are warmly welcomed and encouraged.

Please phone the office on 0208 504 2934 and speak to Karen Norman, Office Manager or Jonathan Furness, Head Teacher.

I look forward to receiving your application.

Yours faithfully,

Jonathan Furness  
Head Teacher

## PHASE LEADER: JOB DESCRIPTION

- To carry out the duties of a Class Teacher as set out in the Class Teacher Job Description.
- To be accountable for the strategic leadership and management of a phase, within the context of the school's aims and policies. Additionally, taking responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- To establish good relationships, encourage good working practices and support and lead teachers in the Phase Group. This will involve motivating, developing and enhancing the teaching practices of others across the phase, through mentoring, coaching, modelling, evaluating, supporting and target setting.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development for each individual child in the class. Specifically, to safeguard every pupil's health, safety and well-being in line with school policies. In addition, communicate and co-operate with other agencies and to participate in meetings.
- To be responsible and accountable for securing the highest standards of pupil achievement across the phase group, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes. This will include using relevant assessment information to set targets for improvement across the phase. Use of work scrutinies to inform future development may also be necessary.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community. Furthermore, this may include providing reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the specified phase.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Head Teacher within 2 weeks of the meeting/action/outcome.
- To keep up to date with current trends and research and to debate as appropriate.
- To liaise with members of the Governing Body enquiring about a particular subject/whole school initiative, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject.
- To evaluate outcomes for pupils using hard and soft data and discuss outcomes with other Phase Leaders, Assistant Head Teacher, Deputy Head Teacher and Head Teacher.

## **Other Activities**

- Attend weekly diary meetings to review events and plans for the following week.
- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Head Teacher
- To lead parent meetings/workshops, in consultation with the Head Teacher
- To organise special assemblies, performances, school trips and other events
- To carry out any other duties reasonably requested by the Head Teacher or Deputy Head. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.
- Performance Management of LSA team.
- This job description does not form part of the contract of employment. It describes the way in which the phase leader is expected and required to perform and complete the particular duties as set out above.