



Collingwood Primary School

Teaching and Learning Lead Information Pack

A Self Governing School



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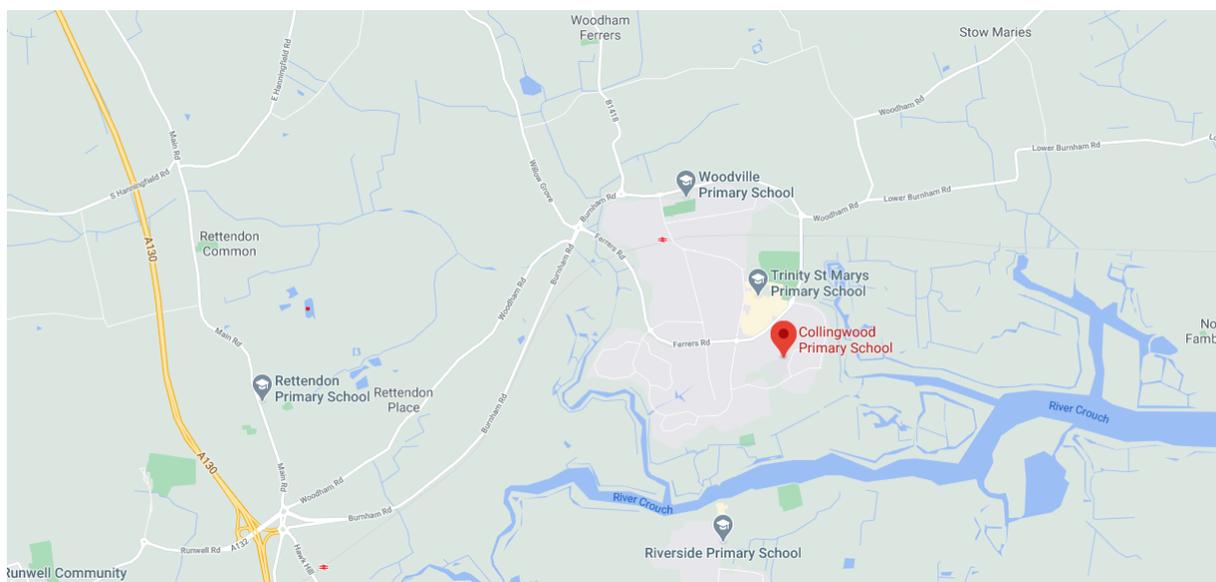
Contact Details & Where to Find Us

Address Collingwood Primary School
Collingwood Road
South Woodham Ferrers
Essex
CM3 5YJ

Telephone 01245 322258

Email admin@collingwood.school

Web <https://www.collingwood.school/>



Letter from the Headteacher and Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Teaching and Learning Lead Teacher at our school. We are looking for a Senior Leader to complement our dedicated, hardworking, collaborative team of professionals who put pupils at the centre of everything we do and constantly strive to improve everyone's knowledge skills and practice. This post includes a full time class teacher role (year group negotiable). The successful candidate will be joining an experienced, friendly, recently inspected, highly collaborative Senior Leadership Team who are clear on the school's priorities and developments.

Collingwood Primary School is a happy, popular school with an ethos of care, teamwork and mutual support where children enjoy coming to school because learning is fun and staff leave for promotional reasons. A commitment to high standards and collaborative team work for the good of all pupils are paramount if you are considering joining the Collingwood Family. If you are committed to ensuring that pupils of all abilities feel included and make good progress and are able to identify needs and prioritise the wellbeing of pupils, colleagues and families, then come and meet us to see if we are the right school for you. On our website <https://www.collingwood.school> where you will find other key information about the school, which will give a broader picture of who we are and how we work.

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A copy of our Safeguarding policy can be found on our website. Safer Recruitment and pre-employment checks, including online screening, will be carried out before any appointment is confirmed. References will be sought prior to interview and must be from current and previous Headteachers; Candidates who do not supply this will not be shortlisted. This post involves working with children, if successful, you will be required to apply for a disclosure of criminal records check and an enhanced level and a barred list check. Further information can be found at www.gov.uk/disclosure-barring-service-check.

Visits during the school day are highly encouraged. Please contact Mrs Bower or Miss Massey at admin@collingwood.school to arrange this. We are an equal opportunities employer committed to recruiting and retaining a diverse workforce. To apply, please complete the application form provided, C.V.s will not be considered.



We look forward to receiving your application.

Amanda Buckland-Garnett
Headteacher

Dida Burrell
Chair of Governors



Our Staff and Governors' Vision Statement

At Collingwood children and adults work together in a safe, well disciplined, exciting environment where **all** pupils feel valued and are expected to make good or outstanding progress. Our staff, pupils and parents have high expectations and ensure that pupils produce work of increasing quality, develop their individual strengths, achieve their personal goals and challenges and realise their full potential as lifelong learners and responsible citizens in our global community.

"We live our lives with arms and minds wide open."





Collingwood Primary School Teaching and Learning Lead Job Description

Post	Primary Class Teacher with whole school Teaching and Learning Responsibility
Salary Range	Teachers Main Pay Range (points 1-6) + TLR2a
Responsible to	The Headteacher and Deputy Headteacher
Full time Permanent	Permanent Full time
Required	September 2026

Professional duties and responsibilities

This job description may be modified by the Headteacher to reflect or anticipate the needs of the school and changes in the role, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan, any Health and Safety matters arising and the performance management cycle.

Main Purpose of the Job

To work as a class teacher and a proactive member of the whole Senior Leadership Team to ensure the highest possible standards of teaching and learning across the curriculum and to contribute fully to whole school development, school self-evaluation and prioritisation. To lead, support and guide colleagues, pupils, parents and governors in all aspects of teaching and learning.

Leadership and ethos:

- Working with the Headteacher, Deputy and other leaders, including Governors, to develop and maintain a strong vision and ethos which unites staff and pupils, establishes a culture of self-evaluation leading to continuous improvement;
- Implementing the school's aims, providing vision and direction for all stakeholders, making effective and efficient use of resources to achieve the best outcomes for pupils;
- Formulating, establishing and reviewing policies and practice through which the school's aims and priorities are to be achieved;
- Holding colleagues to account ensuring that they recognise and are able to fulfil their statutory responsibilities;
- Leading on designated areas of the school development plan;
- Championing inclusion and equality and the school's agreed REACH Values;
- Fostering solution focused, harmonious and positive relationships between all members of the school community;
- Ensuring the highest standards of safety and behaviour for all pupils in line with the schools agreed policies;
- Promoting parent partnership so that involvement in a child's learning is maximised;
- Promoting high quality teaching and learning across the school by contributing regularly to school publicity eg newsletters, website and other agreed methods;
- Promoting membership of "The Collingwood Family" with pupils and families.
- Communicating and coaching effectively so that solution-focused, open and honest discussions can take place.

Curriculum, quality of teaching and learning and Assessment

- To teach a primary age class as required;
- Demonstrating high quality, collaborative, inclusive teaching across the curriculum and have a proven record of commitment to personal development;
- Contributing towards the development of a broad and balanced, exciting, inclusive, creative curriculum ensuring that it is relevant to the needs, interests and aspirations of pupils;
- To make good use of pupil outcome and progress data across the school and use this to coach and lead colleagues in order to develop their practice;
- To accurately evaluate teaching and learning, identify development priorities and implement agreed developments effectively;
- To seek, provide, lead and disseminate training opportunities for self and others;
- To have high expectations and encourage pupils to be aspirational, to have a growth mindset and be committed to lifelong learning;
- To inform parents and carers of their child's attainment, progress, behaviour, development and wellbeing, in line with school policies;

Safeguarding

To fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, statutory DfE guidance and all relevant guidance and legislation in respect of safeguarding children, by demonstrating a commitment to promoting and safeguarding the welfare of children and young people in the school including 'Keeping Children Safe in Education as well as:

- Maintaining appropriate professional boundaries in relationships with children and families and avoiding behaviour that might be misinterpreted by others, in line with our staff code of conduct;
- having satisfactory enhanced DBS clearance;
- Understanding and carrying out duties in accordance with the responsibilities of being in a position of trust and showing a duty of care appropriately at all times;
- Presenting a consistently positive image of the school and upholding public trust and confidence at all times;
- To undergo Level 2 Safeguarding training and Level 3 if required and to ensure an appropriate knowledge of contextual safeguarding knowledge is maintained between training;
- Hold colleagues and other professionals to account in adhering to whistleblowing, safeguarding, child protection, recruitment and allegation and health and safety procedures and policies;
- Maintain a culture of listening to children, taking their wishes and feelings into account in making decisions.



Collingwood Primary School Person Specification for Primary Teacher

This person specification is an outline of the skills, knowledge, experience and qualities required to carry out the duties of this post. It will be used in the shortlisting and interview process. Please evidence as many of the requirements



as you are able, when completing your application form and include in your letter of application, any additional relevant attributes, knowledge, skills or experience that you may have, that are not mentioned below.

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Qualified Teacher Status. Degree or other good professional qualification in a relevant subject. Successful references, DBS, Safeguarding and Medical checks. 	<ul style="list-style-type: none"> Further qualifications and training e.g. PREVENT, Safeguarding, Subject Specific training, coaching and Mentoring, governor training etc.

Evidence of . . .

Essential	Desirable
<ul style="list-style-type: none"> a commitment to proactively developing and improving own practice; Seeking and achieving own professional goals; successful Primary teaching, planning and assessment practices; effective and positive behaviour management strategies; successful work with pupils who have SEND or are disadvantaged; curriculum development and monitoring; successful use of Ipads, Chrome Books and Google Drive in education or other technology used for teaching, assessment and monitoring; successful partnership with parents and community members; partnership working with other professionals; effective learning outside of the classroom; your impact as a leader. 	<ul style="list-style-type: none"> Teaching across the Primary age range. Carrying out KS1 or KS2 SATS or Yr. 1/2 Phonics Screener/ EYFS baseline/M.T.C. and profile. Leading/participation in activities outside of the pupil's school day e.g. an extra-curricular club, parent workshops, Governor meetings, PTA events etc. Ofsted inspection Contributions to school publicity.

Knowledge of . . .

Essential	Desirable
<ul style="list-style-type: none"> National curriculum and statutory assessment arrangements and expectations for EYFS, KS1 and KS2; child development and how young children learn effectively; effective strategies for the teaching of reading, writing, spelling and phonics; positive behaviour management and de-escalation strategies; effective S.E.N. provision; positive behaviour management and de-escalation strategies; current national and local developments in education. 	<ul style="list-style-type: none"> Insight Assessment System Growth mindset strategies; Coaching and mentoring research. Health and Safety practices.

Skills

Essential	Desirable
<p>Ability to:</p> <ul style="list-style-type: none"> ▪ prioritise, manage own time effectively and meet deadlines; ▪ delegate and distribute leadership, direct and co-ordinate colleagues to work as a high performing team; ▪ initiate, lead and manage change effectively; ▪ inspire and motivate adults and pupils; ▪ establish and maintain positive relationships whilst working under pressure; ▪ resolve conflict; ▪ set SMART targets for self and others; ▪ Make reasonable adjustments; ▪ use assessment well to inform teaching and foster independent learning; ▪ seek advice and support when necessary. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Deploy solution focused coaching strategies.

Qualities

Essential	Desirable
<p>To be :</p> <ul style="list-style-type: none"> ▪ an excellent role model; ▪ an effective communicator; ▪ reliable and honest with high personal integrity; ▪ self-motivated, hard-working and willing to learn from experience; ▪ solution focussed and resilient; ▪ mindful of your own and others wellbeing and support. <p>To have:</p> <ul style="list-style-type: none"> ▪ a commitment collaborative working and all aspects of school life; ▪ a passion for teaching and learning which places children's needs first; ▪ enthusiasm for new opportunities; ▪ energetic, enthusiastic and positive approach; ▪ a warm and approachable personality; ▪ a sense of humour; ▪ A commitment and proactive approach to personal career development but a proportionate work life balance. 	

Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process and expect candidates to share this commitment.. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service and are subject to completion of a probationary period. Online checks are carried out for shortlisted candidates.

Visits to the school

Visits to the school, during the school day, are highly recommended. Interested candidates are invited to contact Miss E Massey or Mrs P Bower via admin@collingwood.school to arrange a visit.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with email confirmation to follow. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage.

References

We request references, prior to interview, for all shortlisted candidates, in line with safer recruitment. References must be from current and previous Headteachers; Candidates who do not supply this will not be shortlisted

Online screening

This is not part of the shortlisting process but is carried out on shortlisted candidates with regards to identity, confirmation of employment and qualification, potential safeguarding concerns or risks to the good reputation of the school. Candidates will be invited to comment on any relevant findings at interview.

Interview Day

The interview day will consist of several tasks including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Offer of Employment

We will make a verbal offer of employment at the end of the interview process, subject to:

- satisfactory references;
- a satisfactory enhanced DBS check;
- provision of proof of identity and qualifications.

Confirmation of the offer will be made in writing.