

Candleby Lane, Cotgrave, Nottingham,  
NG12 3JG



Telephone: 0115 989 2284  
Email: [office@candlebylane.co.uk](mailto:office@candlebylane.co.uk)  
Website: [www.candlebylane.co.uk](http://www.candlebylane.co.uk)  
Twitter: @candleby

Head Teacher: Mrs. Claire Lindsay

January 2023

Dear Applicant,

Thank you very much for your interest in becoming a member of the teaching team at Cotgrave Candleby Lane Primary School. We are a large three form entry school in a modern building with attractive and extensive indoor and outdoor space.

We have an exciting opportunity to join our team as a Phase Leader. You will also be responsible for leading a subject area across school. It is essential that you join us with a passion for education, high expectations, an ability to form excellent relationships with staff and above all, you put children at the heart of everything you do. You will have a high standard of teaching and learning within your own classroom and a high-quality environment which supports and celebrates learning.

As Phase Leader you will be responsible for leading a team of five other staff and additional support staff. You will be supporting your phase to ensure that there is consistently high provision, key messages are shared and understood, deadlines are met and issues are dealt with or passed on to the Senior Leadership Team.

We are a proud member of the Flying High Partnership MAT. There are now 30 members of the trust and we benefit hugely from the work we do together to share good practice. There is a real commitment to quality CPL to ensure that you are developed as a teacher and have opportunities to further develop your career if you so wish.

In your letter of application, please let your personality come through and make sure you let me know:

- Why you would like to work at Cotgrave Candleby Lane Primary School
- What skills and experience you have which make you suitable for this post

Our school is committed to safeguarding and promoting the welfare of children and young people, therefore all positions are offered subject to an enhanced DBS disclosure.

I would very much encourage you to visit the school, so you can have an informal discussion about the role and you can see for yourself the wonderful children we work with and all we have to offer.

If you are unable to make a visit it is important that you arrange to speak to me so you have a clear understanding of the specific context of our brilliant school, the expectations of this role and get a real feel for Cotgrave Candleby Lane Primary School.

Please contact the school office on [office@candlebylane.co.uk](mailto:office@candlebylane.co.uk) or 0115 9892284 to make an appointment or to arrange a call.



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Please either post your completed application form and letter directly to school, submit it via ETeach or email it directly to us, using the office email address. Please note the closing date is 9.00 am, Friday 3<sup>rd</sup> February.

I look forward to hearing from you

Claire Lindsay  
Head Teacher