

# EYFS PHASE LEADER APPLICATION PACK



THE VIRIDIS FEDERATION OF ORCHARD, SOUTHWOLD & HOXTON GARDEN PRIMARY SCHOOLS



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Dear Applicant,

Thank you for replying to our advertisement for the position of an Early Years Phase Leader at Southwold School. I hope that you will find this information pack helpful. If you would like to learn more about our schools partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so you can see first hand what we do and how we work.

Orchard, Southwold and Hoxton Garden Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. With a joint pupil roll of around 1350 pupils, we are a very successful organisation with a passion for making a difference. We provide a very rich and exciting curriculum and a no excuses culture for low standards. Because of this our pupils achieve well above national averages by the time they leave our schools, regardless of their starting points and Ofsted have been full of praise about our provision.

Southwold and Orchard have been in partnership since January 2012 with Hoxton Garden joining us in April 2014. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have set an ambitious vision for the future and have very high standards for what can be achieved with the benefits of a shared expertise. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet weekly to share expertise with common systems and a shared curriculum.

We know how important the first few years of school are for setting children on the right path and how much difference a creative and skilled Early Years practitioner can make. We are seeking a new Early Years phase leader who is able to lead and manage others, with high expectations of themselves and of the children that they have responsibility for. First and foremost we are looking for someone dynamic and confident with the energy and expertise to, make that difference. We can offer the support of our partner schools as well as leadership support and training and a commitment to a quality Early Years provision. If you are looking for a new challenge and have a passion for Early Years, then we would love to hear from you.

Kind Regards  
Stephen Hall  
Executive Headteacher

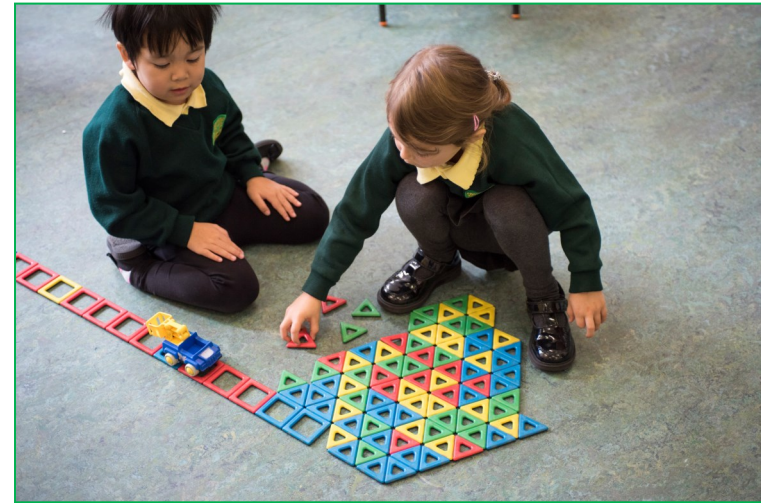
## Early Years Phase Leader Application



### We are looking for someone who:

- Is self-reflective and able to get the best out of others
- Has a professional outlook and thrives on challenge, always seeking ways to improve provision for children.
- Is a skilled teacher who is ambitious for children, and for making a difference to their lives.
- Is a strong communicator, with a proven ability to lead and mentor others from different starting points.
- Understands that both adults and children all learn in different ways and has a range of skills to make this happen.

*Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*



### Why work with us?

- We are a professional, friendly and committed team of leaders, teachers and support staff.
- We offer a dynamic and exciting environment, with the chance to make a real difference.
- We are an organisation that is keen to nurture and develop the expertise of its staff.
- We offer training, mentoring and CPD for all of our leaders.
- We have children who are shown how to learn from the very start.
- We serve communities that deserve the best.



## HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Ms Beverley Shore at **recruitment@vs.hackney.sch.uk** or send by post:  
**Recruitment**  
c/o **Southwold Primary School**  
**Detmold Road**  
**London E5 9NL**
5. Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you currently working (if applicable).

Closing date for applications :  
**Thursday 20th June at 12pm.**

Interview Dates:  
**Week beginning 24th June 2019**

References will be sought for short listed candidates prior to the interview dates. Our Schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

Should you have any queries or would like to arrange to visit our schools please contact Ms Beverley Shore at Southwold on: **0208 806 5201** or email her: [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

**We look forward to receiving your application!**

## PHASE LEADER JOB DESCRIPTION (MPS/UPS + £6412 TLR 2C)

### Main Purpose

In addition to the expectations detailed in the Teachers Pay & Conditions Document, the post holder should play a major role under the overall direction of the school supporting the Senior Leadership Team in:

- Formulating the aims and objectives of the school.
- Establishing the policies through which they should be achieved.
- Managing staff and resources.
- Monitoring progress towards achievement.
- Leading across the school in a curriculum area

### Essential, Qualifications

- Educated to degree level
- Qualified teacher status
- At least 2 years successful recent full time classroom teaching experience
- Experience of leading a subject /phase or team with evidence of impact.

### Person Specification

#### Experience:

Will have had some experience of teaching in a multicultural environment, ideally in more than one year group.  
An outstanding classroom practitioner.  
Experience of successfully leading a subject area.  
Experience of leading a whole school initiative.

#### Qualifications & Training

QTS  
Evidence of continuing professional development.

#### Practical Skills

Excellent classroom teacher.  
Good interpersonal skills.  
Good people management skills.  
Good level of ICT literacy.  
Ability to think creatively and imaginatively.  
Understanding of teaching strategies and teaching styles.

#### Personal Qualities & attributes

Ability to work both autonomously and as a member of a team. Ability to forge effective professional relationships and establish positive partnerships with parents, carers & children  
Empathetic and approachable manner.  
Highly motivated.

## Person Specification

### Main Activities:

#### Leadership:

Be a member of the extended Leadership Team.  
Play a role in formulating, implementing, monitoring and reviewing the school improvement plan.  
Line manage teachers and TAs within the phase.  
Implement and support the performance management process as a reviewer.  
Play a major role in the smooth transition between phases.

#### Curriculum:

Lead, develop and enhance the teaching practise of others in the phase through monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate.  
Create opportunities for the development of independent learning within the phase.  
Create opportunities for creativity to flourish across the curriculum within the phase.

#### Assessment:

Closely monitor the progress of the phase ensuring that progress is made.  
Ensure that the target setting process is robust and is linked to standards and individual achievement.  
Use data and children's work to monitor progress and implement changes where necessary.

#### Liaison:

Liaise with other phase leaders to ensure effective transition for pupils from one year to another.  
Work with other phase & senior leaders to ensure effective communication across the school. And between partnership schools.  
To promote the image of the school within the local community.

#### General:

Provide support to the Headteacher in the management of all aspects of the day to day running of the school, ensuring that the aims, policies and values are upheld.  
Be mindful of Health and Safety regulations.

#### Pastoral:

Actively encourage and support all staff, providing advice, praise and assistance to maintain the school as a centre of excellence.  
Foster and develop good relationships within school and between parents and Governors.  
Foster and develop an atmosphere of trust and care within school to ensure the smooth running of the school.