



St. Mary's
CHURCH OF ENGLAND
Primary School

St. Mary's Church of England Primary School

Upper Key Stage 2 Phase Leader and Year 6 Class Teacher

M5 - UPS 1

Reception & Key Stage 1 Phase Leader and Year 2 Class Teacher

M5 - UPS 1



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May 2022

Dear Applicant,

I am delighted you are considering an application to join our inspirational St Mary's staff team. We are proud of our school, our community and our positive school ethos, where our school Christian values are at the heart of all we do here at St Mary's. Our children love learning at St Mary's with our fun and creative curriculum, along with our pastoral care. We enjoy our partnerships with local art and theatre groups, other schools, agencies and our strong partnership with St Mary's church.

Our school vision, 'Let your light shine before others!' is at the heart of our school actions. Together with our school governors, school partners, children and families we always aim to aspire for excellence in the quality of education on offer at St Mary's, alongside excellent pastoral provision.

We have two opportunities to recruit: two Phase Leaders/Class teachers to our wonderful teaching team, and very much look forward to seeing what you would bring to our successful school community.

With the increasing challenges we see in education with the coronavirus pandemic, and regime of school inspections, the successful candidate will need to be highly motivated and resilient, sharing our school vision aim and commitment to see that our children receive an excellent education, feel happy and safe at school and continue to excel in their respect and care for each other, their community and beyond.

St Mary's school is an exceptional place to work and to be a valued member of our dedicated staff team. I encourage you to come and see St Mary's for yourself and look forward to welcoming you.

To arrange a visit or for further details, please call to speak with our senior school admin and finance officer, Miss Shaneene on 020 7359 1870, who will also share our visitor's protective Covid-19 measures for your visit.

With best wishes,

Genevieve Prayag

Headteacher



St Mary's Church of England Primary School

Fowler Road, Islington, London N1 2EP

Tel: 020 7359 1870 Email: school@stmarys.islington.sch.uk

www.stmarys.islington.sch.uk

Headteacher: Miss Genevieve Prayag



'In striving for academic excellence, you have also focused on creating an atmosphere that is described as 'giving a heart' to the school. This ensures that pupils not only achieve well in reading, writing and mathematics, but also that they learn to respect and understand each other.'

Ofted September 2017

"The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners."

SIAMs Report 2016

With staff promotions and relocations, a unique opportunity has arisen for two class based phase leaders, plus a PPA & Intervention teacher to join our dedicated staff team at St Mary's School in the heart of Islington.

Upper Key Stage 2 Phase Leader and Year 6 Class Teacher - M5-UPS 1 (£39,492 - £46,971)

Reception & KS1 Phase Leader and Year 2 Class Teacher - M5-UPS 1 (£39,492 - £46,971)

With a 300 year history, St Mary's is an exceptional place to work, to learn and to make a positive contribution to our community and beyond.

We are a high performing one form entry Church of England Primary School committed to ensuring excellent provision for teaching, learning, and pastoral care for all of our pupils.

We are looking to appoint two Phase Leaders with a track record of excellence, both in classroom practice, as well as in management and leadership.

The successful candidates will:

- Set the highest standards for themselves and pupils
- Be an excellent, positive and inspirational practitioner
- Lead, manage and support a phase team
- Have highly effective communication skills with a commitment to collaborative teamwork
- Lead a curriculum area across the school
- Have excellent subject knowledge across the school
- Have successful subject leadership experience and skills
- Work well in partnership with parents and governors
- Support the Christian ethos and Vision of the school

You will benefit greatly from:

- The opportunity to work in a dedicated and inspirational school
- A welcoming and committed staff team who are dedicated, caring and resilient
- Fantastic children who are eager to learn
- Excellent resources and an attractive working environment
- A commitment to tailored CPD
- A supportive and committed Governing Body

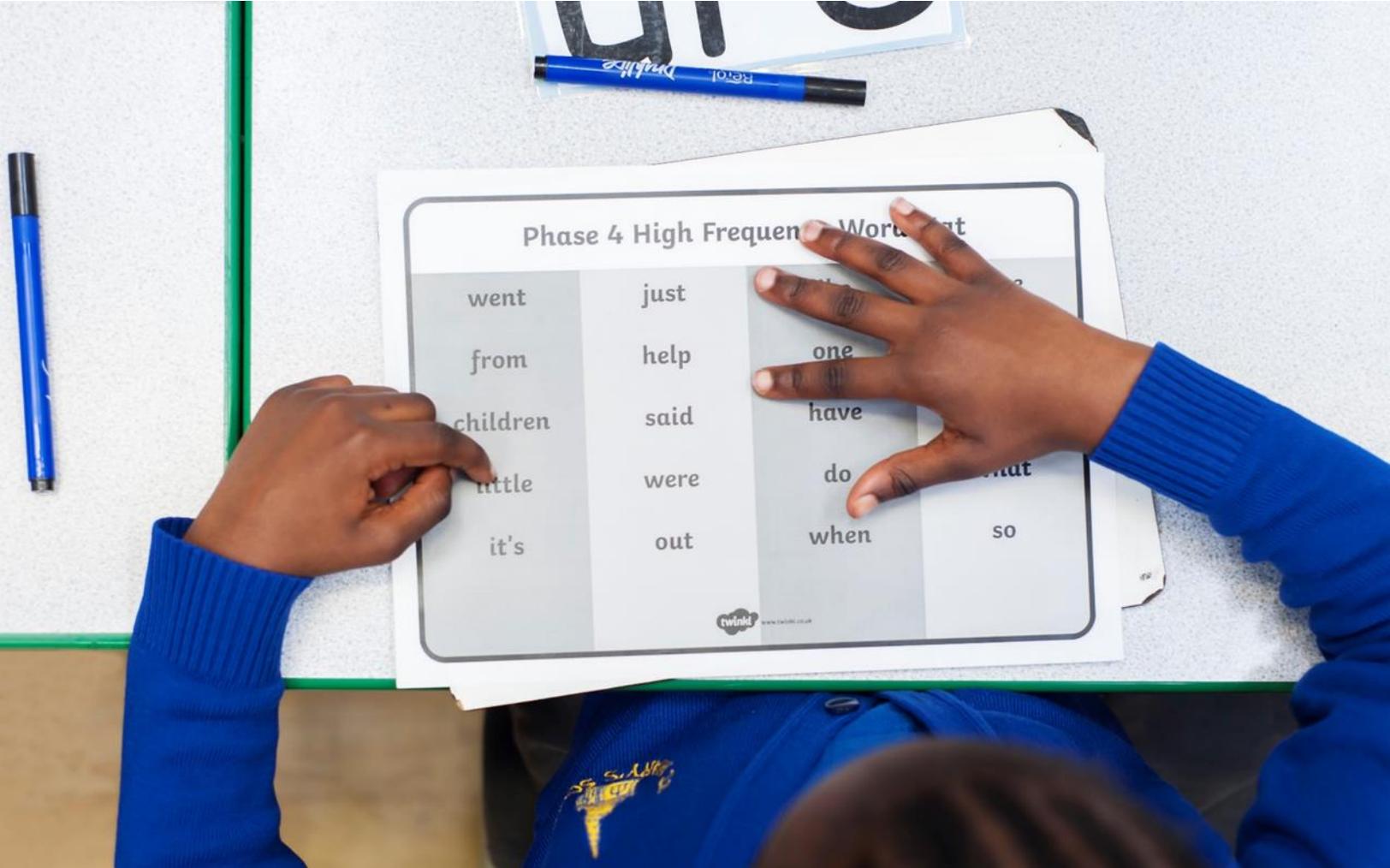
We welcome and encourage the opportunity to show interested applicants our school. Please phone our Senior Admin and Finance Officer, Miss Shaneene, to make an appointment to visit 0207 359 1870

Completed application forms should be emailed to school at shaneene.thomas@stmarys.islington.sch.uk

Closing date: Midnight Sunday 22nd May 2022

Interviews: Wednesday 25th and Thursday 26th May 2022

St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required. Photo identification and proof of qualifications are required to support safer recruitment of all staff.



Job Description

Title of post: Phase Leaders

Salary scale: UPS1

Reporting to: Deputy Headteacher

Job Purpose:

In addition to carrying out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document, the Phase Leader will play a role in the distributed leadership and management of the school, under the direction of the Headteacher. The Phase Leader will work in partnership with the Headteacher, Deputy Headteacher and Senior Leadership Team (SLT).

Responsible for: The relevant key stage

Purpose of the post:

To lead the staff of the Phase team to achieve high quality teaching, effective use of resources and the highest standard of learning and achievement for all pupils

To collect and take into account the views of learners, parents/carers, relevant data and other stakeholders when developing teaching and learning strategies

To ensure that you operate and promote the school's safeguarding policies and that teachers understand the implication of equality and diversity

To liaise effectively with senior colleagues to ensure consistency of approach in teaching and learning across the school

To uphold the ethos and values of a Church of England School

Responsibilities of the post:

Leading, developing and enhancing the teaching practice of others

Provide a good role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate, which is inspiring and motivating

Provide guidance and support to staff in planning, implementing schemes of work and evaluation of teaching to raise standards

Provide guidance to staff in marking and assessment for learning, and standards expected

Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school

To support colleagues to create a stimulating learning environment for teaching and learning

Lead INSET

Management Responsibility

Lead and manage teachers and support staff in the phase to ensure the smooth running of the phase team

To enable all teachers to achieve expertise in planning and teaching through example, support and by leading or providing high quality CPD opportunities

Organise and lead regular phase meetings to ensure continuity in teaching and learning, keeping minutes of agreed actions

Ensuring consistency in the assessment of children's work

Ensure planning, record keeping and assessment is in line with school policies

Update teachers of changes to school policy

Organise materials for and co-ordinate assessment weeks

Organise curriculum meeting for parents during the year and ensure that all agreed information (eg targets) is sent out in time

Co-ordinate staff to ensure effective organisation of special events e.g. Harvest, year group productions, curriculum events etc

Be responsible for the organisation of school trips within the phase and be the professional lead of the residential school journey (if required within the phase)

Liaise closely with support staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase

Induct, support and monitor new staff within the Phase

Support the SLT, in contributing to a strategic view for the school in its community and analyse and plan for its future needs and further development

Support all staff within the phase in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance

Demonstrate high standards of personal integrity, loyalty, discretion and professionalism

Publicly support all decisions of the SLT and Governing Body

Working with the SLT, lead, motivate, support, challenge and develop all staff within the phase to secure continual improvement including his/her own CPD

Lead in Performance Management of staff within the phase, as directed

Monitoring and evaluating the curriculum

Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy

Provide feedback to teachers and disseminate examples of effective planning and teaching

Organise and lead meetings with staff to discuss pupils' progress to ensure continuity and progression of pupils' learning is maintained across the phase

Monitor standards within the phase, analysing data from school tracking systems and assessments

Other:

Safeguard the health and safety of self and others in accordance with the school's health and safety policy

To be responsible for promoting and safeguarding the welfare of children and young people within the school

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated staff member

Undertake decision making and policy development across the school

Maintain lines of communication between the Leadership Team and staff

Promote good behaviour around the school and support colleagues in promoting good behaviour

To carry out any other duties as may be reasonably requested by the Senior Leadership Team or Governing Body.

Show a commitment to work outside directed time when required

Duties will inevitably develop and change over time and therefore employees should expect periodic variations to job descriptions.

It is the duty of the post holder to develop personally and professionally through reflection on their own practice and private study, keeping abreast of new initiatives and participating in appropriate in-service programmes



Person specification: Phase Leaders

Attributes	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent CPD impacting on quality of teaching and children's outcomes 	<ul style="list-style-type: none"> • Evidence of recent leadership and management CPD, with practical examples of impact
Knowledge and Experience	<ul style="list-style-type: none"> • Successful teaching experience within the phase • Detailed knowledge and understanding of the curriculum taught within the phase • Experience of successful leadership of CPD for teachers and teaching assistant 	<ul style="list-style-type: none"> • Successful teaching experience within the phase • Detailed knowledge and understanding of the curriculum taught within the phase • Experience of successful leadership of CPD for teachers and teaching assistant
Skills and Abilities	<ul style="list-style-type: none"> • Able to reflect and improve on own classroom practice through CPD • Evidence of outstanding classroom practice, resulting in successful learning outcomes within the class and phase • Able to model outstanding teaching to colleagues • Experience of supporting and mentoring colleagues • Experience of monitoring and evaluating the quality of teaching and learning, resulting in positive outcomes for colleagues and children 	

	<ul style="list-style-type: none"> • Able to build team capacity and effectiveness within the phase • Able to contribute to school improvement planning, school self-evaluation and the development of school policies • Effective communication with all stakeholders, including parents/carers, colleagues and ELT • Good organisational and time management skills 	
Personal Qualities	<ul style="list-style-type: none"> • Able to lead, motivate and inspire staff and children, setting high expectations • A team player, establishing credibility with all staff and positive relationships with all stakeholders including parents/carers and governors • Dynamic, innovative and forward thinking approach to school improvement • Able to uphold and model the school vision and values. 	

How To Apply

Application Deadline

Completed application forms must be received by **Midnight Sunday 22nd May 2022**.

To apply, please go to www.islington.gov.uk complete the attached application form and email completed form to shaneene.thomas@stmarys.islington.sch.uk. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **STM/1059**.

Please note that CVs will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application for, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

Visits

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 359 1870 for an appointment to visit the school.

Selection process

The selection process is due to take place the week commencing **Monday 23rd May 2022**. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up prior to interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

School Location

School Address:

St. Mary's Church of England Primary School

Fowler Road

London

N1 2EP

Telephone No:

0207-359-1870

Email:

school@stmarys.islington.sch.uk

Website:

www.stmarys.islington.sch.uk

Nearby stations:

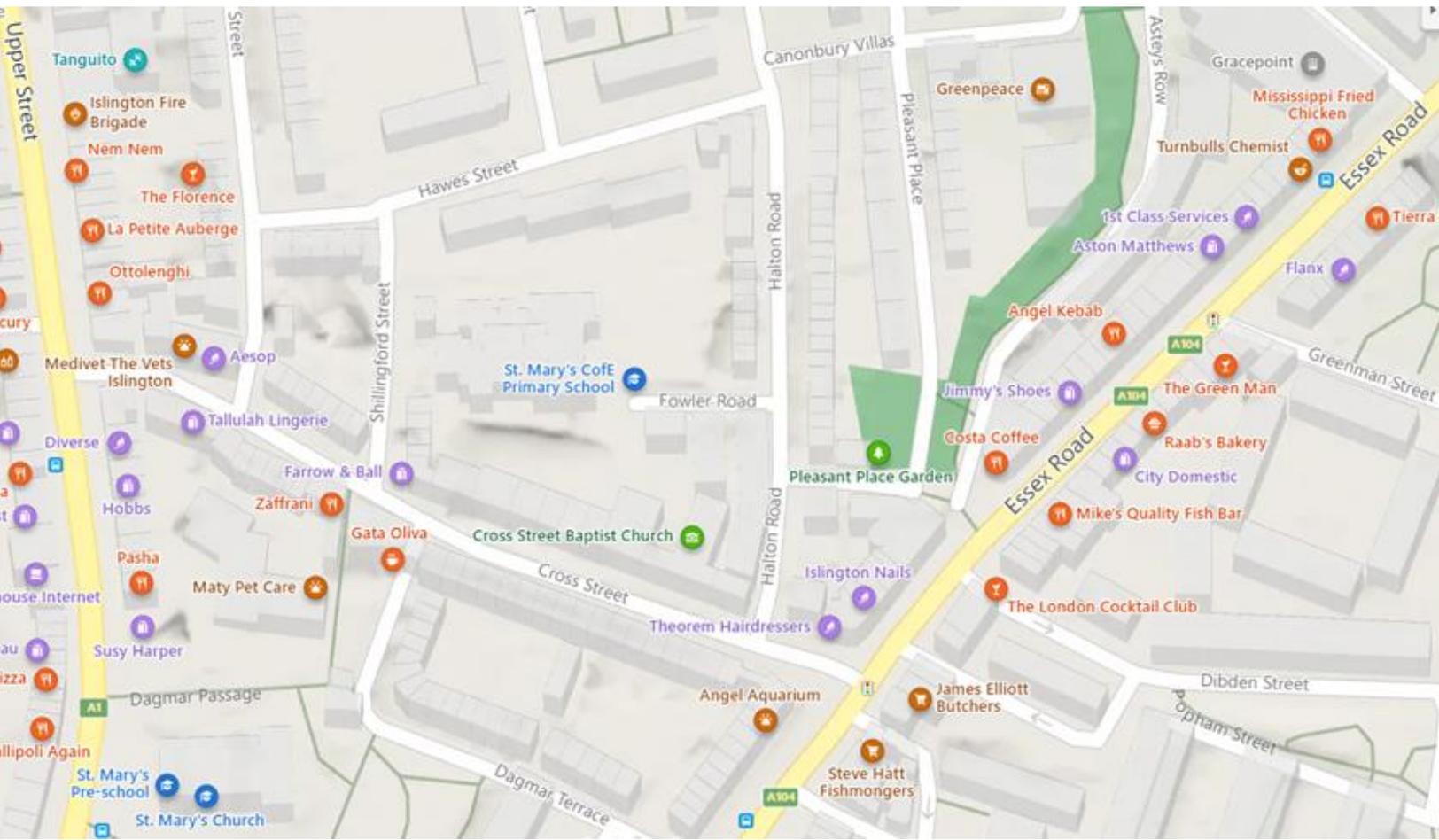
Essex Road

Angel

Highbury & Islington

Bus Routes:

4, 19, 30, 38, 43, 56, 73





Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job; }
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.