

**St. Alban & St. Stephen Catholic Primary School & Nursery**

**EYFS Phase Leader & Class Teacher**



*“Learning and Growing with God by our side”*

**Closing date: Thursday 24<sup>th</sup> April 2025**





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**Closing Date:** Midnight Thursday 24<sup>th</sup> April 2025

**Interviews:** TBC Wednesday 30<sup>th</sup> April 2025

*St Alban & St Stephen Catholic Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*

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## **St. Alban & St. Stephen Catholic Primary School & Nursery**

### **EYFS Phase Leader and Class Teacher**

**Salary: MPS Outer Fringe starting at £33,075 per annum depending on experience, + TLR2.**

**Current UPS Teachers welcome to apply**

**Contract: Full Time, Permanent**

**Required for September 2025**

Are you an inspirational teacher with a passion for Early Years who is keen to work with enthusiastic, articulate pupils in a supportive school community? Are you willing to learn alongside, encourage and motivate colleagues? Whether you are an experienced leader or looking for your first leadership role, we would love to hear from you!

St Alban & St Stephen Catholic Primary School & Nursery are seeking to appoint an innovative Early Years Phase Leader who is passionate about their work to join our committed and caring staff team, leading by example as an outstanding Early Years class teacher.

St Alban & St Stephen Catholic Primary School & Nursery is a highly regarded school in the local community, situated in historic St Albans, a cathedral town with excellent transport links. We are a popular school, enjoying the benefits of our very dedicated governing body, parents and PTA. We have close links with the parish and the local community. Our close-knit team of teachers and support staff are happy and hardworking, with high expectations and the belief that every child should be enabled to fulfil their potential.

Our school is a warm and inclusive community who learn and grow with God by our side. In our last Ofsted report, inspectors commented that our compassionate pupils are proud of their nurturing school.

We can offer you:

- The opportunity to become part of a dynamic, professional and friendly team.
- Well-behaved, enthusiastic and responsive pupils.
- A commitment to support staff wellbeing.
- Great opportunities for professional development with a commitment to developing and supporting leaders at all stages of their career.
- Amazing indoor and outdoor, well-resourced EYFS environments.
- A location close to the historic centre of St Albans with excellent transport links.

We are looking for someone who:

- Has qualified teacher status (QTS) and is ready to take the next step in their teaching career.
- Is a practising Catholic **or** is willing to support the strong Catholic ethos of our school.
- Has experience of working within EYFS and a proven track record of raising achievement for all learners.
- Is committed to creating challenge, excitement, creativity and independence in learning.
- Has excellent teaching, organisation and communication skills.
- Will challenge all pupils to make exceptional progress and have high expectations of all pupils' behaviour.
- Can inspire and lead a team of colleagues with professionalism, positivity and determination.
- Has a strong commitment to continuing professional development.
- Has a desire to work in a school with ambition, supporting the long-term vision of the Head teacher as part of the Senior Leadership Team.

For more information about our school, please visit <http://www.ssas.herts.sch.uk>. Visits are warmly welcomed. Please contact Julia Costas to arrange a tour on **01727 866668** or email [admin@ssas.herts.sch.uk](mailto:admin@ssas.herts.sch.uk).

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## **St. Alban & St. Stephen Catholic Primary School & Nursery**

### **EYFS Phase Leader & Class Teacher Job Description**

**Responsible to: Head teacher, Governing Body and LA**

#### **Key Purposes of the Position**

- To provide strong leadership focused on improving the quality of teaching and learning towards greater consistency of good or better teaching in order to improve attainment and progress within the Phase.
- To work closely as part of the Senior Leadership Team and Governing Body, so that St Alban & St Stephen Catholic Primary School & Nursery is a challenging and supportive learning environment where all members of the school community are able to flourish and realise their educational and personal potential.
- To carry out the professional duties of a teacher as described in the Teachers’ Pay and Conditions Document, including those duties particularly assigned to him/her by the Head teacher.
- Members of staff should at all times work within the framework provided by the school’s policy statements to fulfil the general aims and objectives of the School Improvement Plan.

#### **Specific Responsibilities**

##### **Leadership and Management**

- Play a key role in shaping the vision and direction for the school, setting out very high expectations for all and striving for outstanding outcomes for all pupils.
- Inspire, motivate and influence staff and pupils, especially within the Phase, taking a lead role in developing and maintaining the highest standards of teaching and learning.
- Lead the development of excellent learning, teaching and behaviour management within the Phase through monitoring and coaching for improvement processes.
- Play a key role in ensuring robust assessment takes place within the Phase, including assessment for learning strategies, as a key to improving the quality of teaching and learning.
- Lead a core subject throughout the whole school by developing teaching and resources, ensuring continuity and progression.
- Develop the school’s partnership with parents and their involvement in their child’s learning.
- Prepare and present reports and other forms of high quality communication, as required, e.g. to governors, LA, parents, outside agencies.

##### **Teaching and Learning**

- Promote and support the Catholic ethos of the school.
- Attend and lead assemblies, school Masses and other religious observances and events, and contribute to the preparation of these throughout the school year.
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan.

- Lead staff, by personal example, in classroom teaching performance, using a wide range of strategies to support the development of outstanding learning and teaching throughout the Phase.
- Liaise with other leaders to ensure curriculum continuity and progression.
- Further develop own professional knowledge and skills by attending relevant courses, reading to keep abreast of current educational thinking and participating fully in school staff development.
- Attend meetings in accordance with school policy and lead such meetings as required.
- Develop effective behaviour and discipline policies and procedures to achieve high standards of learning behaviours, independence and self-discipline within the Phase.
- Promote the safeguarding of children.
- Fulfil the requirement to work on 195 days, amounting to a contractual total of 1265 hours in a school year.

### UPR 2 & UPR 3 Teachers

In addition to the duties assigned to as a class teacher and subject leader, you will:

- Act as a role model of good practice in teaching and learning across the school.
- Provide lesson demonstrations linked to agreed objectives or to development issues.
- Link with TLR post-holder / member of Leadership team in order to define learning objectives linked to development issues.
- Demonstrate associated teaching strategies through either staff meetings, INSET or targeted groups of staff.
- Monitor and evaluate teaching and learning and report results to the Head teacher.
- Be self-motivating.

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## Person Specification for EYFS Phase Leader / Class Teacher

<b>Selection Criteria</b> Candidates for this position should at least possess the following, or be willing to demonstrate a commitment to:-	
<b>1.</b>	A combination of personal conviction and practice of the Roman Catholic faith with an understanding of the importance of prayer, sacramental life and religious education in a Catholic School community. Where the applicant is Non-Catholic, an understanding and willingness to fully support the Catholic ethos of the school.
<b>2.</b>	Professional teaching qualifications (Qualified Teacher Status), experience, and personality which will give credibility to the successful candidate in working with staff, parents and governors.
<b>3.</b>	Current theory and best practice in teaching and learning in relation to achieving excellent outcomes for learners in the Early Years Foundation Stage.
<b>4.</b>	A clear understanding of the issues involved in the job description.
<b>5.</b>	An ability to work under pressure, meet targets and deadlines, make decisions and accept responsibility.
<b>6.</b>	An understanding and experience of outstanding teaching within the primary phase.
<b>7.</b>	A proven record of accountability of at least one aspect of whole school or key stage leadership or management.
<b>8.</b>	An ability to articulate a clear vision of excellence and equity that sets high standards for all pupils.
<b>9.</b>	A desire to work as part of a team, leading by example and encouraging, motivating and inspiring colleagues with professionalism, positivity and determination.
<b>10.</b>	The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
<b>11.</b>	A commitment to deliver services with the framework of the school's equal opportunities policy.

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## How to Apply

### Application Deadline

Completed application forms must be received by **midnight, Thursday 24<sup>th</sup> April 2025**.

### To apply

Please complete the CES Application form and email the form to [admin@ssas.herts.sch.uk](mailto:admin@ssas.herts.sch.uk). Alternatively, submit online via Teach in Herts.

### Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure that you address each criteria of the person specification as this will be used to assess your suitability for the post.

### Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) is clearly identifiable from the application form, so that your confidentiality is maintained.

### References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases, at least two professional references are required.

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

### Safeguarding children

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

### Additional

CVs will not be accepted.

