



Pupils enjoy learning and participate actively in the life of a happy, caring school community. Standards are rising in many areas, and the personal development of pupils is excellent.

OFSTED March 2016.

Application Pack

Leading Teacher (EYFS)

September 2019



The Raglan Schools



The Raglan Schools

Dear Colleague

Thank you for taking an interest in this post, I hope this pack and our website will give you a flavour of the role and our schools. However, to see if this job and our school is the right one for you, please do come and visit. We have a number of tours to take a look around and speak with a member of the leadership team.

The Raglan Federation of Raglan Infant and Junior Schools is in a great place and we continue to strive forward with high expectations. Our aims are to Aspire, Persevere and Succeed and through a values-driven ethos our pupils and staff aim high in a supportive and caring environment.

We have a great team of staff and although we are big on numbers, we organise ourselves into four teams (EYFS, KS1, KS2 lower & KS2 upper) led by four Assistant Headteachers. Together with their leading teachers, they ensure that the standards remain high and that we provide the best experiences and opportunities for our pupils.

There are two leading teacher roles in Reception and Nursery and this role is initially for the Nursery. Of course starting a new school as a middle leader can be daunting, so we ensure that there is a good induction and support in place including some visits prior to the Summer break.

On a personal note, your professional development is important to us, so if you have the ambition to go further towards senior leadership, then we can support you to achieve that goal.

I do hope you pay us a visit, I look forward to meeting you.

Regards

Martin Kelsey **Headteacher**





The Raglan Schools

Advert

Leading Teacher (EYFS)

MPS/UPS + TLR2b (£4535)

September 2019

Do you have the skills to lead teaching and learning within a team?

The Raglan schools is a federation of Raglan Infant and Junior schools with 930 pupils and a team of 120 staff. We are a large organisation in the Bush Hill Park area of Enfield, both schools are judged to be good. ***“Pupils behave well. Their attitudes to work and enthusiasm for learning are, at times, exemplary.”*** OfSTED, March 2016

We are seeking a Leading Teacher for EYFS who will initially be leading our Nursery. With 90 pupils, our nursery opened in 2018 and is purpose built with an extensive outdoor area. The leading teacher leads, guides and supports the Nursery Team made up of another teacher, leading TA and several teaching assistants. Supported by an Assistant Headteacher the role is class based with 20% non-contact time (including PPA). The role also includes developing a curriculum subject or key area of school development across the federation. The role would suit someone who wishes to develop their middle leadership skills or an existing middle leader who wishes to experience a large school.

We are looking for a teacher who is:

- An excellent EYFS practitioner and role model;
- A great communicator with excellent organisational skills and interpersonal skills;
- Able to support and develop the teaching of other staff;
- Able to offer support and direction for pupils and staff.

At Raglan we are able to offer:

- A supporting and hard working team of staff;
- Keen and enthusiastic learners;
- Professional development to suit your stage of development;
- Expectations from leaders that are manageable and supportive.





The Raglan Schools

Advert *continues*

If this role has sparked your interest then please download a pack and come and visit us. You can book a tour and come and discuss the role further with one of our leaders. To book a visit, go to our website at www.raglanschools.org and look for jobs in the community section. Alternatively, you can contact **Emma** at jobs@raglanschools.org

Closing Date for applications is **Wednesday 24th April at 12 noon**. Please submit an application form and send with a supporting letter/statement no more than 2 sides of A4 outlining your suitability for the post. Applications can be sent by email or post.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We follow safer recruitment practices and appointments are subject to satisfactory DBS certification and references.





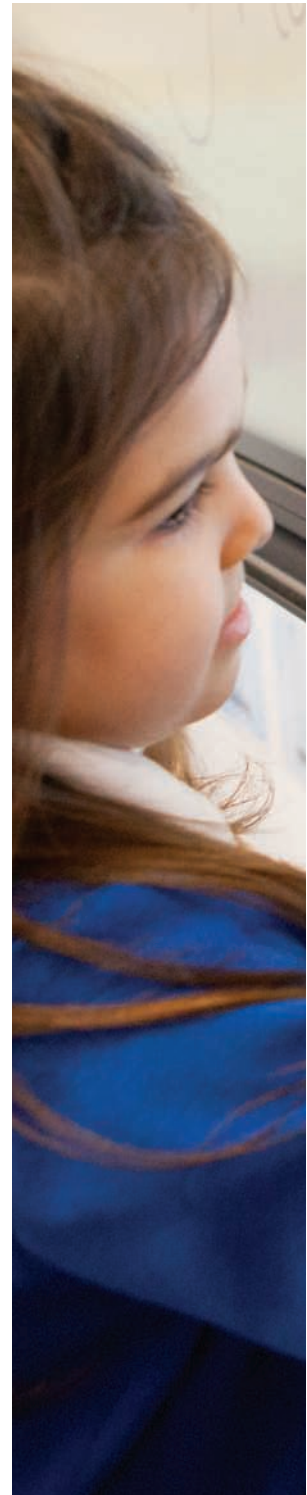
The Raglan Schools

Appointment Process

Leading Teacher

1. This post will be for EYFS based initially in the Nursery.
2. The post is paid at MPS or UPS depending on experience plus a **TLR2b (+£4535)**
3. The post is class-based with 20% non-contact time including PPA.
4. The closing date for applications is **Wednesday 24th April 2019 at 12 noon.**
They can be sent by post or email to jobs@raglanschools.org
5. Applicants are required to complete an application form (Enfield) and submit with a supporting letter/statement. This should outline their suitability to the post taking account of the Person Specification. CVs are not accepted.
6. A shortlist will be selected and applicants informed of the outcome
7. The interview process may include a visit to see you teach in your current school or will include teaching on the day of the interview. There will also be a task and an interview.
8. All successful candidates are subject to an enhanced DBS check.

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The Raglan Schools

Job description

Pay Spine: MPS/UPS
TLR 2b
Responsible to: Assistant Headteacher
Date: September 2019

This document should be read in conjunction with the relevant section(s) of the current School Teachers' Pay and Conditions document.

This is a teaching post and this job description is in addition to that of a class teacher.

Core Purpose

The Leading Teacher plays a key role in the promotion, direction and overview of high standards of teaching and learning, pupil achievement and progression. S/he represents the values, ethos and practice of the schools to pupils, parents, governors and the wider community.

Key Roles

- To lead teaching and learning within the team, providing a model of good practice for others and supporting their professional development.
- To take a leading role in a key area of development across the school.

Particular Duties of the Leading Teacher are Leading Teaching and Learning

1. to organise and plan the curriculum effectively to ensure there is continuity and good communication amongst staff, pupils, parents and carers;
2. to have an overview of pupil progress across the phase and to identify areas of improvement which lead to planned intervention;
3. to support the development of teaching and learning by showing best practice and formulating and implementing policy and guidance;
4. to promote and organise with the Assistant Headteacher, a creative curriculum that excites and motivates pupils including planned events, visitors and visits off site;
5. to support and develop the performance of staff through training, appraisal, coaching and mentoring;
6. to manage aspects of pupils' well being within the year and uphold high standards of behaviour;
7. to manage some of the day to day operation in the team ensuring there is effective communication and consistency;





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Job description *continued*

Leading a Key Area of Development

8. to ensure their consistency or policy and practice across the schools;
9. to work closely with other staff and SLT in raising standards in the subject area;
10. to support teaching and learning within the subject including planning, teaching, feedback and assessment;
11. to ensure there are appropriate resources and that they are maintained well;
12. to monitor the standards of the subject including observation, scrutiny of planning and books and analysis of data within the subject;
13. to lead or support training sessions for all staff where appropriate;

School Community

14. to support aspects of the federation's partnerships with parents and carers, governors, other schools and organisations, which impact on teaching and learning;
15. to prepare reports and where appropriate attend Governing Body Meetings as agreed with the Headteacher;
16. to promote and/or support the wider activities of the federation including the PTA;

Health and Safety

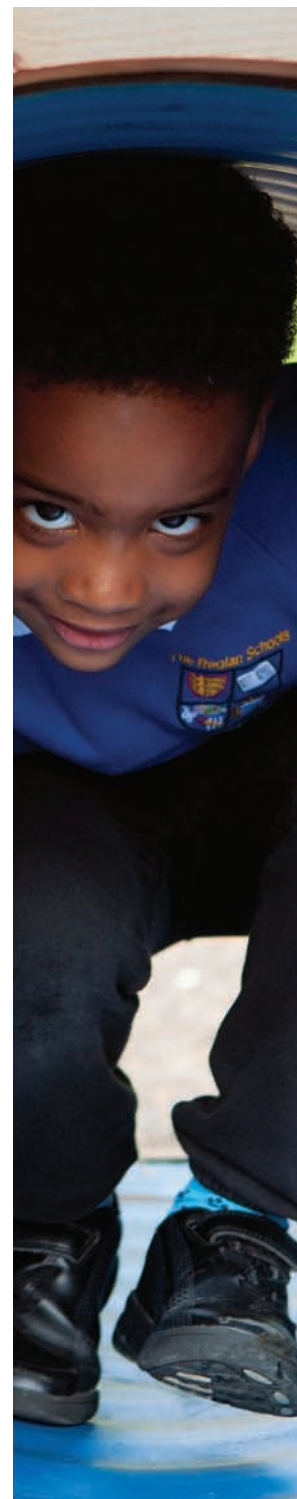
17. to have full regard to all aspects of the Health and Safety policy, and secure appropriate practice in those areas for which responsibility is held;
18. uphold the federation's commitment to safeguarding the welfare of children and promote this with all staff, governors, parents and carers, volunteers and visitors;

Other

19. to perform such other duties as the Headteacher may reasonably require;

Note

This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.





The Raglan Schools

Person specification

Essential Criteria

Qualifications & Experience

- A teaching qualification
- A good first degree or equivalent
- Involvement in curriculum development
- Managing people and resources
- Working successfully in partnership with parents and the wider community
- Experience of teaching EYFS to a high standard

Knowledge

- Current education issues and developments
- Good knowledge of the EYFS Curriculum/Framework
- Can demonstrate the principles and practice of effective teaching and learning for pupils with varying learning abilities, including target setting and tracking pupil progress
- Strategies for school improvement and raising standards of achievement
- Understanding of appropriate strategies for managing pupils' behaviour

Desirable Criteria

Qualifications & Experience

- Recent leadership experience
- Experience of developing, monitoring and evaluating an aspect of school provision
- Experience of coaching or mentoring other staff

Knowledge

- Implications of equal opportunities and inclusion issues
- Understanding of data reports relating to pupils achievement





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Person specification *continues*

Essential Criteria

Skills and Abilities

- A highly motivated, energetic and enthusiastic teacher who is approachable and promotes positive relationships
- Consistently good or outstanding teaching
- Able to relate well to children and share their interests and enthusiasms
- Effective administrative and organisational skills
- Ability to communicate orally and in writing to a wide range of audiences
- Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care
- Working knowledge of ICT for teaching and administrative purposes
- Ability to analyse and solve problems quickly and efficiently

Other

- Commitment to providing an effective learning environment appropriate to the needs and abilities of all pupils
- Commitment to the development and maintenance of positive partnerships between the school, parents and the wider community
- Ability to demonstrate commitment to the promotion of safe working practices and the provision of a safe learning environment for pupils
- Recent participation in professional development activities

Desirable Criteria

Skills and Abilities

Other

- An interest in undertaking further leadership development and training

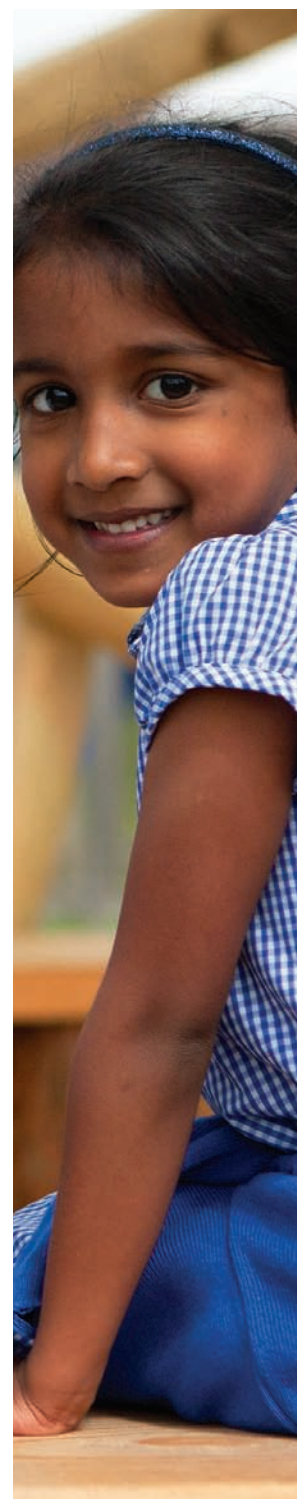




The Raglan Schools

Key Facts about our Federation

Age Range	3–11 years
Location	Bush Hill Park, Enfield
Type	Federation of Raglan Infants (including Nursery) and Junior Schools (Community)
SLT	1 Headteacher, 1 Deputy Headteacher, 1 School Business Manager, 4 Assistant Headteachers leading phases and 2 Assistant Headteachers (part time)
Number of Children	930 across the 28 classes and nursery provision
Number of Staff	45 teachers, 35 teaching assistants and 20 support staff
% of Pupil Premium (2019)	Infants 12.5% Juniors 15%
Number of ECHP/ Statements (2019)	Infants - 2 Juniors - 15
% of EAL (2019)	Infants 58% Juniors 37.9%
OFSTED	Infants – Good (July 2018) Juniors – Good (March 2016)





Raglan Schools
Wellington Road, Enfield, Middlesex, EN1 2NS
📞 0208 360 5121 ✉ office@raglanschools.org
🌐 www.raglanschools.org 🐦 [@raglanschools](https://twitter.com/raglanschools)



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