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# COLEBOURNE PRIMARY SCHOOL



Candidate information pack

Phase Leader (MPS/ UPS +TLR2)

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# Welcome message



## 'Working together to achieve success for all'

**Mrs Charlette Wren**  
**Acting Head Teacher**

We are delighted that you are considering the opportunity to join us as a Class Teacher with Phase Leader responsibility at Colebourne Primary School, and we look forward to sharing what makes our school such a special place to work.

At Colebourne, our strong values and caring ethos sit at the heart of everything we do. We are proud to be an inclusive community where every child is supported to thrive. Our shared values encourage everyone to be **compassionate, ambitious, respectful, and engaged**, creating a positive and purposeful environment in which both pupils and staff flourish.

By joining Colebourne, you will become part of an organisation that is deeply committed not only to improving the lives of children and families, but also to nurturing and investing in its people. We would be delighted to welcome someone who shares our vision and enthusiasm to help shape the next stage of our school's journey.

Please read through these documents carefully and consider whether you would be a suitable candidate to apply. We always encourage visits to the school, so please contact us if you would like to arrange this.

If you would like to ask any questions about the job or would like to visit us, please ring the main school office (0121 675 8500 opt 1) or email: [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk) for further details.

Please ensure that the all the application documents are completed and emailed to [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk) or delivered to the school.

# Advertisement

**Phase Leader (TLR2a)  
Additional opportunity of maths/English leadership (TLR 2b)  
MPS/UPS (+TLR2a/b)  
Full Time Permanent Contract  
(Starting Autumn Term 2026)**

**COLEBOURNE PRIMARY SCHOOL,**  
STECHFORD ROAD, HODGE HILL,  
BIRMINGHAM, B34 6BJ.  
TEL: (0121) 675 8500 option 1  
E-mail: [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk)  
Mrs Charlette Wren (Acting Headteacher)

## 'Working together to achieve success for all'

An exciting opportunity has arisen for a class teacher and Phase Leader, with possible responsibility maths or English leadership for the right candidate, to join our happy, successful, caring and therefore oversubscribed school.

We are seeking a committed, hard-working and enthusiastic teacher who consistently demonstrates strong classroom practice. Colebourne is a good school with a strong and supportive team, continually striving to achieve even better outcomes for our children. The role is class-based and includes responsibility for leading the phase in which you would be teaching. For a suitable candidate, we also offer the opportunity to lead maths or English across the school. Please indicate in your application if you wish to be considered for one of these roles and provide evidence in your application to support this.

Our school has a clear and strong ethos that values inclusion and building positive relationships. We work closely in partnership with our children and their families to ensure the best possible emotional and academic outcomes.

Our most recent successful OFSTED inspection (October 2024) stated:

*"The school is a calm and purposeful learning environment, where children achieve well."*

*"Pupils are enthusiastic learners and are proud of their achievements."*

*"Pupils take pride in their work. They settle quickly to tasks and work together with real collaboration."*

*"Staff enjoy the opportunities to develop as professionals and feel proud to work at the school."*

### **Working at Colebourne offers:**

- A fulfilling and meaningful role that makes a genuine difference to the lives of children and families
- A supportive and collaborative working environment
- An excellent curriculum underpinned by evidence-based pedagogical approaches
- Opportunities for ongoing professional development and career progression
- The opportunity to be part of a passionate and dedicated team committed to positive change
- A comprehensive workforce support package, including counselling, health and advisory services, and 24/7 GP access

Please visit our website, [www.colebourne.bham.sch.uk](http://www.colebourne.bham.sch.uk) to get a flavour of the opportunities we provide for the children and families.

We would like the successful candidate to take up the position in September 2026 but we are prepared to postpone this start date until January 2027 for the right candidate.

We strongly encourage, where possible, candidates to visit the school prior to submitting applications. Please contact the main school office or email [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk) if you would like to arrange a visit or if you have any questions about the job.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Pre-employment checks including an enhanced DBS check are required for all successful applicants.

**Closing Date: Thursday 25<sup>th</sup> June, 5pm**

*This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.*

*All applicants will be required to provide two suitable references.*

*An online search will also be carried out as part of due diligence on all short-listed candidates.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that, when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.*

*Further information about filtering offences can be found in the DBS filtering guide.*

# Section 1: Class teacher job description

## Purpose of the Job

- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.
- To ensure progress and wellbeing of individual pupils and of any class or groups assigned to them.

## Line Management

- The postholder is responsible to the Headteacher, Deputy Headteacher, Assistant Headteacher for their teaching duties and responsibilities.

## Duties and Responsibilities

The responsibilities attaching to the post of class teacher are as follows:

- Actively support the Head Teacher, Governors and Staff in the promotion and achievement of the aims, objectives and values of the school
- Liaise with the Head Teacher, members of the Leadership Team, curriculum leaders, teaching and support staff where appropriate.
- Mark class attendance registers and other registers as needed.
- Plan and prepare work for pupils assigned to them.
- To teach, pupils assigned to them, according to their educational needs including providing feedback to pupils in accordance with the policies of the school.
- Assess, record and report on the development, progress and attainment achieved by those pupils assigned to them.
- To keep assessments up to date.
- Monitor and report to parents on the progress of pupils, including progress against targets, in the allocated group or class including any associated plans.
- To supervise the work of teaching assistant(s) and any other adults relevant to the allocated class – setting work for their groups/activities and ensuring they have the necessary planning in advance.
- Undertake supervision during buffer time and at break times, where appropriate.
- Maintain children's behaviour in accordance with the behaviour management systems of the school for own class and other pupils across the school.
- Actively contribute to meetings, discussions, and training where appropriate.
- Be punctual with submission of requests (e.g. book sampling, reports).
- To support the personal care and toileting needs of pupils, as needed.
- Ensure safeguarding arrangements are followed.
- To ensure school policies are understood and followed.
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- To actively engage in partnership and inclusion opportunities with Beaufort School.

## Conditions of Employment

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. In addition, to perform in accordance with the School's code of conduct and any other conduct requirements set out by the school, governing body, local authority or the DFE.

## Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

## Complaints

If following review and amendment, agreement is not reached the appropriate procedures should be used for the settling of any disputes.

# Phase Leader job description

## Purpose of the Job

In addition to the responsibilities of teacher as set out in the school teachers' pay and conditions document and the Colebourne Primary School Teacher job description, you will also undertake the following duties and responsibilities:

- To assist the HT and SLT through managing and leading any designated Phase (typically reviewed annually) to achieve high quality teaching, effective use of resources and the highest standard of learning and achievement for all pupils.
- To lead, co-ordinate and evaluate teaching and learning within the Phase and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
- To take an active role in the leadership and management of the school in promoting the well-being of staff and pupils in the Phase, by being an exemplar role model.
- To be committed to the vision of the school and willing to trial new approaches based on research and practical advice in order to enhance the provision for the children.
- To undertake any professional duties which the HT may reasonably ask you to undertake.

## Line Management

- The postholder is responsible to the Headteacher, Deputy Headteacher and Assistant Headteachers for the work they carry out.
- The postholder is responsible for the supervision of teachers and teaching assistants in their Phase.

## Duties and Responsibilities

### Strategic development:

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision.
- Set high expectations for all pupils in the phase, and inspire and motivate staff and pupils to reach and maintain high standards of learning and behaviour.
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning.
- Provide guidance and support to staff within the phase, working in partnership with parents and the community, keeping them informed and involved in pupils' learning.

### Teaching and learning:

- Show an understanding of the school's current systems for recording pupil progress within the phase.
- Oversee the delivery of the curriculum and measure impact on teaching and learning.
- Work with other teachers to review the curriculum and make sure there is continuity and progress.
- Report to the leadership team information about the attainment and progress of pupils within the phase.
- Manage the implementation of the behaviour policy within their phase and help to build an environment where high standards of learning behaviour are encouraged.
- Liaise with parents/carers about issues relating to their child/ren.

### Leading and managing staff:

- Develop the school's approach to assessment within their phase and lead strategy to improve the quality of teaching and learning.
- Lead and support the appraisal process for staff within the phase as determined by senior leaders.
- Lead, manage and support all staff working within the phase.
- Liaise with other leaders and the phase team to develop and implement intervention strategies to support the needs of pupils, including learning, SEMH and behaviour.
- Take a leading role in inducting new staff within the phase and making sure they uphold expected values and teaching standards.
- Monitor the quality of teaching and learning within the phase.

### General duties:

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos.
- Attend meetings according to school policy, and lead where required.
- Lead whole school and key stage assemblies.
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc).

# Subject Leader job description

## Purpose of the Job

In addition to the responsibilities of teacher as set out in the school teachers' pay and conditions document and being a Phase leader at Colebourne Primary School Teacher job description, you will also undertake the following duties and responsibilities in relation to a subject:

- To have responsibility for the leadership of: Mathematics or English
- To have responsibility for pupil attainment in the subject
- To lead, develop and evaluate provision in the subject(s) across the school
- To ensure suitable training and CPD for themselves and staff

## Line Management

- The postholder is responsible to the Headteacher, Deputy Headteacher and Assistant Headteachers
- The postholder is responsible for the supervision, delegation and monitoring of the work of Teachers and TAs specifically for duties and responsibilities associated with the subject.

## Duties and Responsibilities

- Actively support the Head Teacher, Governors and Staff in the promotion and achievement of the aims, objectives and values of the school
- To fulfil all duties described in the accompanying job description of a primary class teacher.
- Within the subject area have responsibility for high standards in:
  - *Quality of Provision*
  - *Attainment and Standards*
  - *Pupil Progress*
  - *Quality of Teaching and Learning*
  - *Curriculum Overview*
- Liaise with the Head Teacher, members of the Leadership Team, other subject leaders, teaching and support staff where appropriate.
- Work closely with all stakeholders relevant to the post including directing and supporting and member of your team. E.g. assistant leads.

## Policy and Planning:

- Produce and review curriculum plans for the subject for each year group – including objectives for planning
- To ensure of coherent, progressive, and relevant curriculum
- Produce, review and monitor the school's policies for the subject areas
- Assist and advise colleagues in the planning and delivery of such policies and plans in the classroom.
- Produce action plans, as required, for the development of the subject and monitor and evaluate progress towards the achievement of any action plan targets
- To ensure the subject curriculum is inclusive and reflects diversity and actively develops the school's values.

## Attainment and Standards:

- To evaluate and analyse pupil performance data (Foundation Stage/ SATs / school assessment systems) where appropriate, for the subject areas
- To report to the leadership team and governors about pupil performance in the subject indicating improvements / dips / trends.
- To maintain evidence against standards within the subject including samples of children's work
- Monitor and evaluate the quality of learning and teaching in the subject areas across the school.
- To participate in monitoring of learning and teaching as agreed on the monitoring timetable (e.g. lesson observation, scrutiny of planning, work samples, pupil interviews) and produce reports indicating strengths / weaknesses and points for development.
- To present reports to the governing body about provision and standards in the subject, as required
- To actively contribute to meetings
- To ensure that any required submissions of the school assessment systems for your subject are updated and complete.
- To support the development of assessment systems for that subject
- To review the outcomes of assessments (termly / annually)
- To lead in the development of intervention strategies for targeted year groups / groups of children where performance indicates raise a concern.
- To support the work of the senior leadership team including attendance at senior leadership team meetings, where required.

**Professional Development:**

- To promote the subject areas within the school, encourage by enthusiasm / example and to organise projects and displays as appropriate
- To keep a record of developments in and the impact of the subject areas across the school
- To keep abreast of current thinking and approaches related to the subject areas
- To organise and lead training for staff as required.

**Management of Resources:**

- To manage the subject budget. This includes:
- Ordering, checking, keeping records of budget transactions and liaising with the office and admin team
- Maintaining, care and proper storage of materials and equipment
- Supporting and directing members of the subject team, where appropriate.
- To organise, maintain and develop the subject areas resources and ensure those resources positively reflect the school community and represent diversity.

**Other:**

- To actively promote and involve all pupils, staff, parents, governors and the wider community in the work of the subject.
- To actively engage in partnership and inclusion opportunities with Beaufort School.

## Section 2: Person specification

The criteria listed below outline the essential and desirable criteria for the role and will initially be assessed at the application stage. Subsequently, we will assess the criteria through the interview process. The points in **blue** are criteria on including subject leadership of Maths/ English along with the Phase Leadership role.

	Essential Criteria
Qualifications	Qualified Teacher Status
Continuing Professional Development	<ul style="list-style-type: none"> <li>Recent, relevant, in-service training in current educational practice.</li> <li>Able to provide evidence of impact of own CPD on children's learning.</li> <li><b>Able to provide evidence of impact of own CPD on the development of others.</b></li> <li><b>Up to date knowledge and application of current initiatives and pedagogy in maths or English</b></li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful experience as a strong primary class teacher.</li> <li>Evidence of strong pupil progress and inclusive practice.</li> <li>Experience of leading or contributing to curriculum or subject development.</li> <li>Able to provide evidence of involvement in school improvement at a leadership level.</li> <li>Experience of mentoring or coaching colleagues.</li> <li><b>Evidence of successful management/ leadership of a subject area</b></li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>A commitment to working with children in a spirit of respect, compassion and kindness.</li> <li>Able to maintain a consistently high standard in all teaching.</li> <li>High level of written and verbal communication skills.</li> <li>High level of organisational skills and a track record of carrying out tasks to a high standard.</li> <li>A consistently high level of professional conduct.</li> <li>Able to act calmly and think clearly and strategically, including when under pressure.</li> <li>Able to compile and interpret data in order to identify strengths and development points for children (individuals and groups) and the phase group as a whole.</li> <li>Consistently high expectations of own and others' practice, and of children's achievement.</li> <li>A commitment to pupils' well-being, and to encouraging pupils to develop self-esteem and tolerance.</li> <li>Able to manage change sensitively and skillfully.</li> <li>A commitment to valuing the contributions and strengths of all staff.</li> <li>A commitment to establishing and maintaining positive and productive working relationships with all colleagues.</li> <li>Able to provide evidence of being accessible, approachable and flexible.</li> <li>Able to lead by example and support the development of others.</li> <li><b>Strong subject knowledge and clear ideas of how children learn.</b></li> <li><b>Able to provide clear vision/strategic direction for the subject area.</b></li> </ul>
Other	<ul style="list-style-type: none"> <li>A commitment to: <ul style="list-style-type: none"> <li>- Inclusion</li> <li>- Ongoing professional and personal development</li> <li>- Equal opportunities</li> <li>- Involving parents, governors and the wider community</li> </ul> </li> </ul>

## Section 3: Terms and conditions

<b>Job title:</b>	Class teacher and Phase Leader
<b>Salary:</b>	MPS/UPS + TLR2
<b>Location:</b>	Colebourne Primary School Stechford Road Hodge Hill Birmingham B34 6BJ
<b>Basis:</b>	Permanent contract
<b>Hours:</b>	Full time

*Teaching post are subject to Teachers Pay and Conditions documents published by the Department for Education.*

*Support staff posts are subject to Birmingham Local Authority model policies and pay scales.*

## Section 4: Benefits

Colebourne is committed to maintaining employee health and wellbeing, whether it is physically, emotionally, financially or socially, and offers a range of benefits to support employees in this.

These benefits include:

- Option to join a Pension Scheme
- Professional development opportunities
- Access to workforce support program including counselling, health and advisory services, and 24/7 GP access
- Technology to support the role (e.g IPad Pro / Laptop as needed by the role)
- Up to two days term time leave (unpaid) per year for 'special occasions'

The workforce support program includes things like: 24/7 access to an online doctor who is able to prescribe; health support for weight management, menopause, fitness and much more.

Teachers are supported with access to high quality CPD programmes such as the NPQs and online training opportunities through a training portal.

Colebourne is committed to equality and diversity. We ensure all candidates are treated fairly in open competition, with all appointments made on merit.

# Section 5: Application and selection

## Application

Please submit the following using the forms provided in the candidate application pack on the school website:

- application form
- equalities monitoring form
- self-disclosure form

Please note that your statement of suitability should address the criteria in the Person Specification and should not exceed **2 pages of A4**. Statements over the word limit may not be considered by the selection panel.

The closing date for applications is **Thursday 25<sup>th</sup> June at 5pm**.

Late applications will not be considered. CVs ***are not accepted*** for application for this post and will not be considered as part of the selection process.

Your application and associated documents should be submitted by email to: [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk)

## Queries

If you have any questions about the role or process, please contact us by email at [jobs@colebourne.bham.sch.uk](mailto:jobs@colebourne.bham.sch.uk)

## Selection

All applications will be considered by the selection panel. The panel will consider how your application demonstrates that you can fulfil the criteria set out in the person specification. We will inform you whether you were successful at each stage.

### Shortlist

The panel will assess your application, including statement of suitability against the essential and desirable criteria of the person specification. Those who best meet the criteria will be shortlisted. Successful candidates will be notified by 6pm on Friday 26<sup>th</sup> June via email and invited to the next stage.

### Interview stage

This will consist of:

- Stage 1- Lesson observation in your own school (Monday 29<sup>th</sup> June)
- Successful applicants from stage1 will then be invited to stage 2 - Interview at Colebourne, including 2 tasks (Thursday 2<sup>nd</sup> July)

## Complaints

If you feel your application has not been treated fairly and you wish to make a complaint, you should write to the chair of governors via the school office.

# Safer recruitment

## Our commitment

We put children and learners' wellbeing at the heart of everything that we do and, therefore, do all that we can to ensure those who work for us share our commitment. This is reflected in our rigorous recruitment processes and pre-employment checks.

We select the best candidates through good, thorough recruitment practice, ensuring equality of opportunity, and deterring, or rejecting, those who may not be suitable.

### All roles require the following

- Your identity must be confirmed by sight of original official documents such as a birth certificate and photo identification such as a passport.
- Original documents must be supplied for all professional qualifications required for this post.
- Full employment and education history since leaving secondary education must be given. All gaps will be scrutinised by the panel to ensure there are no causes for concern.
- We will request a minimum of two references covering at least the last three years. All references will be verified, and referees will be asked to comment on your suitability for the role.
- We will take account of your presence in both public and online in our selection decisions.
- We will require details of any criminal history via the self-disclosure form. Any subsequent offer will be subject to an enhanced DBS check and other checks related to the role.
- Throughout selection, including at interview, the panel will explore your values and motivation for working at Colebourne.

At all stages, information you provide us with will be treated in confidence and in full accordance with legal requirements.

You do not have to consent to these checks. However, if consent is withheld or revoked at any stage, we will be unable to proceed with your application.

All Colebourne employees are expected to understand their duties and responsibilities in relation to safeguarding children, young people, and vulnerable adults. For those who are successful in joining Colebourne, this is continually assessed through probation and day-to-day performance management.

All candidate should take note of our school policies and pay particular reference to

- **Safeguarding Policy**
- **Recruitment of Ex-offenders**

These policies can be found on the [school website policies section](#)

# Recruitment timeline

<b>Recruitment</b>	<b>Date</b>	<b>Panel*</b>
Deadline for applications	Thursday 25 <sup>th</sup> June 5pm	<a href="#"><u>Charlette Wren</u></a> Acting Headteacher
Shortlisting applications	Friday 26 <sup>th</sup> June 12pm	<a href="#"><u>Rebecca Sheffield</u></a> Deputy Headteacher
Stage 1-Own school lesson observation	Monday 29 <sup>th</sup> June	<a href="#"><u>Sue Smart</u></a> Acting Deputy Headteacher
Stage 2-Interview plus 2 tasks at Colebourne	Thursday 2 <sup>nd</sup> July	

\* Panel members may change and will be involved in different aspects of the selection process.