



Waulud Primary School
Applicant Pack

Upper Key Stage 2
Phase Leader





WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Job Advert:

Phase leader - Upper Key Stage 2

Required for: January 2027 or sooner

Salary: MPS/ UPS + TLR 2B £5,868 (This post is not suitable for NQTs)

A unique opportunity for an inspirational Phase Leader. Could this be you?

We are looking to further strengthen the extended leadership team with an inspiring classroom teacher to be Phase Leader. This is an ideal middle leadership role for an experienced teacher who enjoys making a positive contribution to the whole school and who wants to take the step up into leadership with the support of an experienced and supportive team.

The successful candidate will be someone who:

- is an outstanding classroom practitioner who has a proven track record of having a positive impact on pupil outcomes
- has some leadership experience and has high aspirations for all pupil's achievement and behaviour
- is inspired and passionate about learning and has the ability to motivate and inspire others
- values inclusion and has a genuine interest in working with a team, taking risks and trying new and innovative ways of working
- has a clear commitment to whole school improvement with excellent organisation, communication and interpersonal skills to engage the wider community. We believe that children need to understand what they are learning, why they need to know it and to have the opportunity to apply their learning in meaningful ways.

The role:

- to lead a phase to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through provision of a creative and rigorous curriculum.
- take specific responsibility and accountability for the day to day management and organisation.
- to promote the wellbeing of staff and pupils in the school
- lead and co-ordinate work, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the phase.

Everything we choose to do must have a positive impact on our children and help our school achieve its vision. Our school is a successful school. Wellbeing is prioritised for all members of our school community. Children are given limitless opportunities to 'Believe Achieve and Grow'.



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The successful candidate will also be involved in shaping the wider future of our school. As a team, we work collegiately to improve all aspects of our school. We never sit still and we always expect the best for our children and families. We are looking for someone who shares our values and is ready to take the next step in their career.

The school:

Waulud Primary School and Nursery is a 2-form entry primary school in Luton, serving a diverse community. The school is on an exciting journey to be the best it can be. We have high aspirations for all pupils and staff and provide a 'nurturing and caring environment'.

What we will offer:

An experienced leadership team focussed on school improvement and committed to professional development for all staff. Support and development through an effective appraisal system and regular feedback from monitoring. A welcoming 'oasis' with an enthusiastic team and motivated children who are eager to make good progress and have a desire to learn.

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Further information can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

If you want to make a difference, we would encourage you to get in touch.

Visits to the school are strongly encouraged and a mutually beneficial time can be arranged by contacting the school office. Please contact us on: HR@wauludprimary.co.uk or 01582 593469

Thank you for your interest in our school, and we look forward to meeting you soon.

If you are interested, please apply at www.mynewterm.com or you can collect an application form, job description and person specification from the school office. Applicants for this public facing role will need to demonstrate the ability to converse, and provide effective help or advice, fluently spoken in English.

CVs will not be accepted for any posts based in school. The school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employment and the Disclosure and Barring Service (DBS).

We reserve the right to close this vacancy early if a suitable candidate is found

Closing Date: Midday on Monday 28th September 2026



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Letter from the Headteacher

Thank you for your interest in the role of Phase Leader at Waulud Primary School.

Waulud Primary School is a very friendly, welcoming and hardworking school, where the enthusiastic and positive attitude of all staff make it a great place to work.

It is a two-form entry school with a culture of High Aspirations for all pupils and staff. Our Ofsted inspection in March 2023 graded the school as "good".

The Inspectors noted that

'Pupils respond well to the high expectations that staff have of them. They are enthusiastic readers. Most pupils are determined to stretch themselves and read more challenging books. They enjoy the books and stories they read.'

'Leaders have set high expectations of pupils' behaviour. All pupils and teachers understand these. Teachers use the school systems consistently and fairly. Pupils behave well in lessons and around school. They are respectful and talk kindly to each other.'

'Staff feel well supported. Leaders are approachable and listen to concerns. Staff value the consideration leaders, including governors, give to how initiatives impact on their workload.'

Following a recent visit, the IQM (Inclusion Quality Mark) assessor noted:

'You should feel proud of the safe haven you have created at your school and the wonderful dedication and commitment from all staff towards the common goals you are working towards.'

'The obvious desire of the whole team to offer the children and families a welcoming, supportive, inclusive environment and aspirational opportunities is impressive.'

The successful candidate will join our staff team at an exciting time in the school's development, as we continue with our ambition and determination to improve outcomes for our pupils.

The school has over 400 pupils and a good reputation for supporting them to develop positive learning behaviours. With strong ties to the local community our dedicated staff team make a difference to every child and have high aspirations for all. Challenging them to aim high and take a real pride in who they are and what they desire to achieve.

To apply for the post

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work.

Please note: You must provide 2 referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not



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been in paid employment, please give details of two heads of any education or training establishments or managers of any voluntary group that you have worked for. References from a friend or relative will not be accepted

As part of the school's due diligence and in line with the guidance set out in the policy 'Keeping Children Safe in Education - September 2024', an online search will be completed for all shortlisted candidates. This will be in addition to all of the other statutory recruitment and safeguarding checks.

The closing date for applications is midday, Monday 28th September 2026, late applications will not be considered.

We reserve the right to close this vacancy early if a suitable candidate is found.

You will be notified as soon as possible if you have been shortlisted for the post.

Please note that you will be required to produce original documents proving your eligibility to work in the UK and identity (document containing a photograph e.g. driving licence or passport). Issues relating to Safeguarding and promoting welfare of children will be explored at interview.

At the point of shortlisting, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks, unless you have indicated otherwise. As part of this process you may also be asked to explain any gaps in your work history as is declared on your application form and/or from any references received.

Visits to the school are strongly encouraged and a mutually beneficial time can be arranged by contacting the school office. Please contact us at HR@wauludprimary.co.uk or on 01582 593469 and ask for Soraya Blackman.

Once again, thank you for your interest and we wish you every success in your application.

Yours Sincerely
Anne Devereux



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Job Description

Class Teacher and Phase Leader for Upper Key Stage 2

Salary:	MPS/UPS + TLR2b (£5,868) * review and increase pending
Grade:	Standards national scale in line with the current School Teachers' Pay and Conditions document plus the appropriate TLR2b payment
Job type:	Permanent
Whole School Area of accountability:	Teaching and learning responsibility for assigned phase
Responsible to:	Senior Leadership
Supervisory responsibility:	Teachers and support staff

Main Purpose of the job:

- To be the leading practitioner and lead the assigned phase to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all the pupils through the provision of a creative and rigorous curriculum.
- Take specific responsibility and accountability for the day-to-day management and organisation of your phase.
- Be an excellent classroom practitioner and be able to disseminate this across the phase to improve the quality of teaching and learning.
- To promote the wellbeing of staff and pupils in the school with particular reference to your phase team.
- Lead and co-ordinate the work of the assigned phase, ensuring all statutory and school assessments are undertaken and to be accountable for standards within the phase. Report to senior leaders and the Governing Board when required.

Main duties and responsibilities:

In addition to carrying out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document, the post holder receives a TLR2 for phase leader.

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement across the phase.



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- To work with the leadership team in the process of devising, implementing, monitoring, assessing and evaluating the curriculum provision ensuring consistency across classes.
- Implementation of learning and teaching for the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement.
- See ways of sharing good practice and ensure dialogue about teaching and learning takes place regularly amongst staff.
- Act as an ambassador for the school and positively engage with the wider school community ensuring that all relevant parties understand progression.
- Be an excellent practitioner who is an example to staff, pupils and parents in terms of: -
 1. High personal standards of classroom practice
 2. Providing stimulating and challenging learning environment
 3. Excellent subject knowledge
 4. The ability to plan, assess and evaluate to a high standard
 5. High expectations of pupil achievement
 6. Commitment and professionalism
 7. Organisational and school operation skills
 8. Understanding of whole school/phase assessment and data analysis
- Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.
- Responsible for the welfare and safeguarding of children and young people.
- Ensure the promotion of equal opportunities in all aspects of school life.
- Actively develop relationships with parents and the wider community including pre-schools and nurseries.
- Act as line manager for the support staff including carrying out performance management and a mentor to NQTs ensuring individual professional development.
- Attend extended leadership team meetings as required and report to staff as necessary.

Specific responsibilities:

- Support staff in the assigned phase to ensure that they understand the curriculum, school policies & procedures and follow them accordingly.



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- Ensure the appropriate induction of pupils and staff into the assigned phase.
- Lead and co-ordinate the work of the assigned phase, being responsible for the quality of learning, pupil progress and standards.
- Monitor learning and teaching through shared lesson observations, planning, scrutiny of pupils' work, and behaviour in order to raise standards.
- Ensure good progress of all pupils by analysing tracking data, moderating assessments, reviewing pupil progress with teachers to raise attainment.
- Ensure appropriate support for individuals and groups of pupils based on assessment data.
- Work closely with other members of SLT and curriculum leaders, to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. Provide written reports when required.
- Ensure that regular PPA meetings are held and promote collaboration. Support team with preparation for progress meetings and reports as appropriate.
- Liaise with SLT and co-ordinate the deployment of staff, students and volunteers within phase.
- With support from the SLT ensure appropriate arrangements for statutory and non-statutory assessment are in place and carried out.
- In liaison with the SLT use the results of pupils' assessments and achievements to plan and provide support and monitoring for underachieving pupils or groups.
- Lead, develop and monitor effective continuity and progression for the transition of pupils.
- Ensure that parents are well informed about the curriculum, targets, children's progress, attainment and other areas of school life including updating the school website.
- To be responsible for leading on the following, which can be delegated to team members where appropriate:
 - Organisation of phase events, such as workshops, school trips and visits
 - Preparation and issue of communications to parents
 - Support and management of teaching assistants including those responsible for PPA cover
 - Support and supervision of supply teachers ensuring continuity of provision.
 - To lead staff meetings, INSET and Parents meetings as appropriate to a curriculum area.



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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

CVs will not be accepted for any posts based in school



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Person Specification - Upper Key Stage 2 Phase Leader

Salary:	MPS/UPS + TLR2b (£5,868)
Grade:	Standards national scale in line with the current School Teachers' Pay and Conditions document plus the appropriate TLR2b payment
Job type:	Permanent
Whole School Area of accountability:	Teaching and learning responsibility for assigned phase
Responsible to:	Senior Leadership
Supervisory responsibility:	Teachers and support staff

Qualifications

1. Qualified teacher status or recognised equivalent.

Experience - show evidence of

2. Evidence of recent and continuing professional development relevant to primary school teaching
3. Recent experience of teaching and evidence of excellent teaching in the relevant phase.
4. Experience of working as part of a team in a range of educational settings.

Professional Knowledge

5. A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.
6. In depth knowledge and understanding of the curriculum and how to develop a safe and stimulating indoor and outdoor environment.
7. Knowledge and understanding of the development of primary age children
8. Knowledge and experience of assessment, moderation and evaluation procedures.
9. Excellent understanding of behaviour management strategies and how to engage and motivate all children including those with additional needs.

Professional Skills

Can demonstrate the ability to:

10. Ability to prepare, plan and deliver high quality inclusive lessons, differentiated appropriately so that all groups of children progress and achieve well.



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11. Ability to demonstrate thorough knowledge and understanding of effective curriculum planning, assessment and record keeping.
12. Be passionate, creative, organised and use own initiative.
13. Use evidence-based approaches to raise pupil achievement.
14. Ability to inspire and motivate others through high expectations of yourself and high aspirations for all including staff and pupils.
15. Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).
16. Manage a team and be an effective team player who works collaboratively with others to successfully achieve agreed goals.
17. Take responsibility for pupil progress by analysing data to evaluate year group's performance and achievement of pupil groups, and be able to plan appropriate course/s of action for improvement.
18. Experience of involving parents and the community in school improvement and how this can be promoted and developed.
19. Work under pressure with good organisational skills and the ability to prioritise and manage time effectively, seeking support when needed.
20. Contribute effectively to the work of the head teacher and the senior leadership team.
21. Deal successfully with situations that may require difficult conversations and conflict resolution.

Commitment

22. Demonstrate a commitment to:

- equalities, safeguarding and child protection
- promoting the school's vision and ethos
- developing a high quality, stimulating learning environment

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

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