

**JOB DESCRIPTION**

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| **Post** | Key Stage 2 leader |
| **Salary Range** | £35,209 – £44,541 |
| **Reporting to** | Vice Principal |
| **Accountable to** | Principal |
| **Performance Review** | Annual Performance Development |

**KEY TASKS**

**Teacher**

1. To plan appropriate, differentiated learning for all children across all subjects, monitoring progress and intervening when there is underperformance.
2. Plan and deliver exciting learning opportunities which engage children in all subjects.
3. To support those with additional learning needs such as SEN and EAL to make good progress.
4. Create a high quality, rich, stimulating, safe and enabling learning environment.
5. Work collaboratively and flexibly to ensure: effective planning, successful learning, at least ‘good’ progress and accurate and moderated assessment outcomes.
6. Manage the learning environment, resources and time to ensure effective learning takes place.
7. Monitor and celebrate children’s learning, progress and achievement and record and report upon progress, including details on attendance, behaviour, development and additional needs.
8. Have a detailed professional knowledge of primary curriculum and assessment arrangements, especially those in key stage 2.
9. To work and communicate effectively with TAs and other colleagues who support children in their learning and beyond.
10. To maintain a positive attitude, seeking to bring out the best in learners and having high expectations for all.
11. Establish positive relationships with parents/carers, ensuring parental involvement in learning and progress
12. Constantly strive to improve own performance and identify areas for self - improvement, attending appropriate training.
13. To support the running of school with a break and lunch duty.
14. To evaluate and track the impact of specialist provision and interventions.
15. To provide at least 1 high quality after school club per week.
16. Embed literacy and numeracy across the curriculum.
17. Deliver a Singapore style approach to mastery mathematics.
18. To support the delivery of the ‘MCPA opportunities’ commitment to the holistic development of children.
19. To undertake any other duties as deemed appropriate by the line manager and commensurate with the post.

**STANDARD DUTIES**

1. Promote and implement equality and diversity
2. Adhere to legislation and the Academy’s policies and procedures
3. Have due regard to safeguarding and promoting the welfare of children and young people.
4. Participate in performance reviews and professional/personal development activities.
5. Model the Academy’s values at all times to generate a shared purpose
6. Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons.
7. To undertake any other duties as appropriate, commensurate with the grade of the post.

**Phase leader duties.**

1. To ensure a creative, challenging and compliant curriculum engages children in all subjects across the phase of responsibility and leads to good outcomes.
2. To disseminate outstanding practice across the phase.
3. To take responsibility for planning, evaluating and co-ordinating the day to day work of the team
4. To be responsible for the welfare, behaviour and education of children within the phase
5. Monitor, evaluate and review the quality of learning and teaching across the phase
6. Contribute to the Academy SEF and the subsequent improvement plan.
7. To support the development of an NQT or trainee by acting as a mentor.
8. To provide leadership across the school for a subject area.
9. Act as a member of the Academy’s SLT, deputising for the Principal/Vice/Assistant Principal as required.
10. To support and challenge year leaders and teachers, ensuring good outcomes for children.
11. Analyse data, ensuring that all children make good progress and performance targets are met.
12. Support the performance development of staff by providing training and acting as a PD mentor.

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**CONTACTS**

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| All employees and contractors on site  Senior Leadership Team |

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| **SPECIAL CONDITIONS**  Enhanced DBS Check for a Regulated Activity. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **PREPARED** | November 2017 | Alex Reed | Vice Principal |
| **REVIEWED** |  |  |  |
| **REVIEWED** |  |  |  |

**PERSON SPECIFICATION**

**JOB TITLE:KS2 leader**

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

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|  | **Selection criteria (Essential)** | **Selection criteria (Desirable)** | **How to be Assessed** |
| **Education & Qualifications** | A good relevant honours degree  QTS - Higher qualifications relevant to the post, such as a Postgraduate degree/ a professional qualification | Other relevant professional qualifications | AF, C |
| **Experience** | To be an excellent practitioner able to lead by example  Evidence of adding value to pupil outcomes and ensuring better than expected progress  Experience of the current Y6 SATs. | Several years of teaching experience  Experience of mentoring other professionals  Knowedlege of Singapore mastery maths. | AF, T, I, C |
| **Skills & Abilities** | Ability to be an inspiring leader.  A passion for learning and quality in educational provision  Ability to communicate effectively and develop professional relationships with staff, partners and parents  Ability to use Information and Communication Technology (ICT) to enhance teaching and learning and for data management  Able to work independently and proactively  Ability to lead a team and build team capacity  Ability to lead, motivate, challenge and inspire colleagues and provide effective ability to lead, motivate, challenge and inspire colleagues and give effective feedback  Ability to reflect on own skills and knowledge, and to seek opportunities to develop  High level of organisation skill and the ability to make decisions  Vision of education in a wider context than a single subject/phase area  Ability to analyse data and use it to impact on outcomes. |  | AF, T, I, C |
| **Knowledge** | A flexible, adaptable and innovative approach to learning, teaching, curriculum and assessment  A secure knowledge of a variety of effective teaching and learning strategies    A commitment to and knowledge of community cohesion and social inclusion  Knowledge of strategies to engage parent/carers with children’s learning |  | AF, T, I, C |
| **Work Circumstances** | Enhanced Safeguarding Checks for a Regulated Activity  Equivalent of 10 days  continued professional development  Equivalent of 10 days  extra -curricular activity (2 hours per week after core learning) |  | I  I  I |

AF – application form, T- test, I – interview, C – certificate

*N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview*