



Lower School Leader

Full-Time

Permanent Contract

Salary – TBC

Person Responsible – Principal/Directors

Person Specification/Job Requirements

Qualifications/Requirements

- Qualified Teacher Status (QTS)
- Evidence of Teaching in More Than One Year Group
- Evidence of Continued Professional Development (CPD)
- Be Prepared to Undertake Training for Designated Safeguarding Lead (DSL)
- Be Prepared to Undertake First Aid Training (if not already trained).

Purpose of the Position

- To act as Lower School Leader with day to day responsibilities for the quality and consistency of provision
- To be part of the Senior Leadership Team (SLT)
- To ensure the quality of teaching and learning reflect the learning in the School Development Plan (SDP)
- To be responsible for the standards and achievement of all pupils within the Lower School.
- To be the school Designated Safeguarding Leader (DSL) – training will be provided to carry out this role
- To be responsible for team leadership within the Lower School
- Where necessary to take on the role of curriculum leader in an allocated subject
- To liaise with parents and other stakeholders, and ensure whenever possible that any issues brought to your attention are dealt with quickly and effectively

Experience –

- Recent teaching experience in Early Years / KS1
- Experience of teaching across the lower school years (Year Rec, 1 and 2)
- Experience and the effective leadership of a curriculum/other area



- Experience of effectively implementing change
- Experience of a range of Monitoring and Evaluation (M&E) activities
- Experience of successful behaviour management

Knowledge, Skills and Competencies -

- Ability to promote the ethos of the school and support the pupils SMSC development
- Effective in communicating both orally and in writing
- Has the ability to communicate information for a variety of purposes to a variety of audiences
- Good interpersonal and people management skills which inspire, motivate and lead promoted by your example
- Knowledge of strategies that promote achievement and positive behaviour of pupils
- Ability to identify and respond to key issues affecting pupil's performance and progress
- Good understanding of issues associated with promoting quality of opportunity in all aspects of school life

Personal Attributes –

- Commitment, enthusiasm and energy for the job and capacity for hard work
- Commitment to drive up standards by innovative and active means
- Ability to deal sensitively with pupils, parents and colleagues
- Aptitude to work as part of a team whilst also being self-motivated and action orientated
- Commitment to inclusive education
- Ability to work effectively and stay calm under pressure
- Ability to act as an ambassador for the school in the wider community.

Leading Learning and Teaching -

- be an outstanding professional role model for other staff, promoting high standards in all areas.
- ensure that the highest standards of teaching and learning are maintained across the school.
- be able to lead a Phase Team e.g. coordinate planning, curricular opportunities, special events, day trips, lead and minute meetings etc
- be able to build a strong working team and be mindful of the importance of good working relationships and well-being of staff
- be able to ensure that school policies are adhered to by all staff.
- be able to ensure that the physical environment in the school is attractive and that



resources are used effectively to promote learning and provide a stimulating learning environment.

- have an up to date knowledge of the curriculum and related pedagogy.
- be able to identify and organise opportunities for activities which extend and enrich children's learning.
- ensure that the progress of pupils in all areas, is regularly assessed, analysed and monitored with any weaknesses targeted in future learning.
- be able to analyse data and prepare reports for the SLT and governors.
- be able to produce and implement action plans based on analysis of M&E
- report the outcomes of assessment to parents, colleagues, SLT and Directors.
- ensure that records are maintained and shared appropriately.
- mentor new colleagues to the school team and NQTs when required
- develop and maintain good relationships between home and school.
- be able to promote good morale and wellbeing of all staff and children in the school.
- be an active member of the School Leadership Team (SLT).
- undertake the leadership of an area of the curriculum, or an aspect of the work of the school in line with current whole school priorities (If required).
- be a visible presence around the school in order to provide encouragement and support for staff and pupils, leading assemblies and contributing to the supervision of pupils during break and lunchtime.