



#### POSITION DETAILS:

<b>Position Title:</b>	<b>Upper Key Stage 2 Phase Leader (Responsibility for Core Subject)</b>
<b>Reports to:</b>	<b>Assistant Head Teacher</b>
<b>Division:</b>	<b>Middle Management</b>
<b>Salary Scale:</b>	<b>MLA 2</b>
<b>Teaching commitment:</b>	<b>65%</b>

#### JOB PURPOSE

To lead Upper Key Stage 2 and a key subject in alignment with the UAE School Inspection Framework to:

- Ensure that student progress targets set out within the annual School Improvement Plan (SIP) are achieved
- Develop a curriculum that is planned creatively to ensure that learning builds well on previous achievements in all phases
- Develop a curriculum that is adapted to meet the individual needs of all groups of students.
- Ensure outstanding student attendance
- Lead teaching and learning within the Upper KS2 phase
- Support continuous school improvement processes within the Upper KS2 phase and school-wide

#### RESPONSIBILITIES:

##### Main Duties and Responsibilities

- Supporting the image of RAK Academy, the goals of its development plans and promoting aspirational achievement both within the school and externally.
- Support the Head of School and the senior leadership team by actively supporting management decisions, ensuring policy is applied and understood and leading others to provide outstanding educational practice.
- Working with the Senior Leadership Team (SLT) and staff in all key stages to ensure continuity and progression in the curriculum.
- Monitoring the quality of teaching and learning as part of the Middle Leadership Team.
- Establishing strong professional relationships to promote development and effective delivery of the curriculum, assessment and maximise achievement.
- Assisting in the development and implementation of school policies and the School Improvement Plan (SIP).
- Carrying out the duties of a class teacher.
- Be a committed and supportive member of the primary Middle Leadership Team (MLT) and strive for continual school improvement.
- Establishing strong working relationships, encouraging good working practices, and supporting, challenging and leading teachers and support staff within the Upper KS2 and primary team.
- Communicating with parents about children including what is happening across the primary school with effective use of social media when appropriate.
- Engaging parents as partners in their children's learning and in school life. Communicating effectively and keeping parents informed about their children's learning
- Being responsible and accountable for securing good levels of student achievement and progress across Upper KS2 with support of the SLT

- Raising and addressing any areas of underachievement and inconsistencies within school with the support of the SLT and Head of School (HOS).
- Analysing and using relevant assessment information to set targets for improvement across the school with support of the SLT and HOS
- To use data analysis effectively (international, national, local, school data and inspection data) to inform policies, teaching and learning and whole school improvement.
- To interrogate termly data, identify areas of poor performance and take effective action to remedy and work towards reducing under-achievement
- Leading and developing the teaching practice of others across primary with support of the extended leadership team and HOS.
- To consistently demonstrate knowledge of good management practice and school improvement strategies.
- Produce evidence of the ability to manage staff, systems, and resources.
- Fully support internal and external benchmarking measures and school inspections.
- Ensure any accreditation, equivalency and licensing requirements are met and adhered to in a timely manner.
- Deputise for members of the SLT in the capacity of extended SLT when required.

#### QUALIFICATIONS, EXPERIENCE, & SKILLS:

##### Educational Qualifications:

Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

##### Professional Qualifications

Desirable

- National Professional Qualification Leading Teaching (NPQLT)

##### Experience

- 2 years teaching experience

#### COMMUNICATION & WORKING RELATIONSHIPS:

##### Internal:

- Head of School
- Deputy Head Teacher
- Assistant Head Teacher
- Phase Leaders
- Subject Coordinators

##### External:

- Executive Principal
- Education Office
- People Services
- Parents
- UAE Ministry of Education
- External Inspection bodies
- Accreditation, Equivalency and Licensing authorities

#### VERSION CONTROL:

Prepared by	Education Office	Date: 28.11.21
Updated by	HRD	Date