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Whitehall Park School  
106 Hornsey Lane  
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## Teacher with responsibility as Phase Leader /Core Subject Leader MPS/UPS and TLR

### Job Description:

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation including the teacher Standards and the school's articles of government.

This job description is to be performed in accordance with 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. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually in response to the changing needs of the school.

### Responsibilities:

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.

### Core Aims:

- To be a leader of learning who has the highest expectations of every child, themselves and of all members of the school community
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty-first century;
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development;
- To encourage pupils to participate in an extensive range of sporting, cultural and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and wider communities.

**MAIN DUTIES:**

- To enable our Trust wide vision to be realized, ensuring the blend of the best of the independent and state sectors in order to ensure that all BPET children are happy, independent, confident all-rounders. Leaders and staff at all levels will also encourage a 'be interested and be interesting' attitude in children in order to ensure that outcomes are a result of pupils' passion in learning across a range of subjects
- Be prepared to take the lead and model to staff your ability to offer extra-curricular programmes to enhance the breadth and depth of our enriched curriculum
- To support the senior management of the school in realising the school vision and raising attainment.
- To play an active role in the professional development and performance management of staff acting as team leader for identified teachers and support staff.
- To take a lead in all aspects of work relating to the curriculum with particular reference to provision of cross curricular links and themes between subjects.
- To promote creative and innovative approaches to teaching and learning and develop resources to support this.
- To act as an expert in a subject area or areas providing support and advice to the Leadership Team, and other teaching staff.

**Leading learning:**

- Lead learning across a designated phase and subject, taking responsibility for ensuring excellence in teaching and learning through high quality classroom practice and professional monitoring and support
- Clearly model professional conduct at all times in order to successfully lead the team
- Manage a teaching commitment as required by the school, as well as leading learning across the designated phase and subject/s
- Provide an outstanding model of inclusive, high quality learning and teaching
- Use data effectively in order to impact on learning and progress across the designated phase
- Keep abreast of educational policies, initiatives and research

**Management:**

- Provide support as part of the Leadership team in the day to day running and strategic direction of the school
- Consistently demonstrate high expectations of self, others and children
- Take on additional responsibilities and leadership tasks as necessary
- Manage behaviour, operational elements and day to day issues as they arise
- Build effective relationships with parents and the wider community
- Demonstrate a commitment to multi-agency work and professional collaboration

**Teaching:**

- Assessing the on-going needs of all pupils within your class or set and teaching the children according to their educational needs.
- Assessing, recording and evaluating the development and progress of all children in accordance with arrangements agreed
- Creating a well-ordered, imaginative and secure environment which will ensure the educational wellbeing of individual children within the group.
- To maintain discipline in accordance with the rules and disciplinary systems of the school
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Incorporate differentiation into all aspects of the delivery of the curriculum.
- Undertaking other duties which may be reasonably assigned by the Headteacher
- To use ICT, innovation and emerging technology to promote the effective delivery of the curriculum.
- Developing and maintaining the positive partnership with parents which actively involves them in the classroom and in their child's learning journey.
- Participating in and take an active role in training sessions, including in meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
- Contributing towards the development, establishment and implementation of whole school policies and procedures.
- Contributing and co-operating with other professional agencies as appropriate to the needs of the children.
- Undertaking professional development in order to continually develop as a teacher.

Strategic Leadership:

- To support the vision, ethos and policies of the school and partnership in order to promote high expectations and so high standards of achievement
- Lead and manage significant aspects of the school curriculum, e.g., core curriculum areas or other required areas
- Undertake professional training and to lead training for other staff as necessary
- Take on line management responsibility for other staff; establishing supportive relationships with staff to promote effective team work and collaboration
- Use data to prioritise and evaluate progress and develop action plans for next steps
- Contribute to recording and reporting to stakeholders (for example the SEF and Governing Body)
- Hold self and others to account
- Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school's policies for behaviour and discipline are consistently applied.
- To lead, manage and monitor the development of identified curriculum areas throughout the school ensuring that all pupils are encouraged to develop their full potential in this area.
- To innovate in the curriculum and ensure the needs of all pupils are met.
- To effectively and efficiently combine a teaching role with management responsibilities.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.*

**Qualifications:**

- DFE recognised teaching qualification
- Evidence of further self-study

**Experience:**

- Evidence of successful relevant teaching experience (at least 3 years)
- Be consistently graded as outstanding and be able to evidence this
- Evidence of emerging leadership skills, e.g. through core subject leadership or current phase leadership
- Strong experience of training, supporting and developing staff
- Understands the importance of using data and self-evaluation to raise standards
- Excellent classroom teacher with a proven commitment to improving the quality of children's learning
- Knowledge of Self-Evaluation, School Development Planning and Curriculum Planning
- Evidence of liaising collaboratively with colleagues
- Understanding of the importance of monitoring on improving teaching and learning

**Knowledge, skills and aptitude:**

- Knowledge of effective teaching and learning strategies within the realms of the National Curriculum
- Knowledge and understanding of the principles of assessment, particularly those related to Assessment for learning
- Knowledge of appropriate and effective learning environments for primary education
- Ability to plan and work collaboratively with colleagues
- Knowledge of classroom organisation and management, as well as appropriate provision of resources and equipment
- Ability to assess and report upon the development, progress and attainment of pupils
- Ability to work effectively as part of a team, communicating effectively and working collaboratively to meet the needs of the child. This includes supporting and facilitating links between home, school and other agencies
- Demonstrate a commitment to continuing professional development and improvement

Awareness and agreement with all key school policies and documentation, especially those related to the following documentation:-

- Staff Handbook and guidelines
- Code of conduct
- Teaching and Learning Policy
- Discipline and behaviour policy
- Safeguarding, Prevent and child protection procedures
- Health and Safety policies