



## Senior Leader



## Applicant Information



**Sinai Jewish Primary School**

Shakespeare Drive

Kenton

HA39UD

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Web site [www.sinaischool.com](http://www.sinaischool.com)

Sinai School is seeking to recruit a

**Senior Leader responsible for curriculum development**  
**Salary : L2 £47,804 FTE (Inner London Weighting)**  
**January 2018**

**Application Deadline: 10<sup>th</sup> October**

**Interviews week commencing 16<sup>th</sup> October**

The Headteacher and governors are seeking to appoint an outstanding classroom practitioner with excellent knowledge of the National Curriculum, who can lead and manage our subject leaders and teachers on their continued journey of enhancing provision. We are looking for a dynamic, forward thinking and creative professional who can support the staff.

The successful candidate will have up to date knowledge about effective teaching and learning strategies and implementing an effective curriculum.

The post holder will become a member of our dynamic Senior Leadership Team. The successful candidate will have a 0.5 teaching commitment and 0.5 Leadership commitment.

The successful candidate will have responsibility for managing CPD to further enhance the professional development of our staff.

**We can offer:**

- Friendly and hard-working pupils
- A welcoming and committed staff body
- Supportive governors and parents
- A commitment to professional development

**We are looking for:**

- An outstanding KS2 teacher who secures excellent progress and attainment by exciting and inspiring learners through their innovative practice
- A proven track record of school improvement at Senior Leadership level
- Excellent interpersonal and communication skills
- An ambitious and enthusiastic professional who is committed to raising standards for all
- A dedicated team player who is willing to contribute to the wider life of a school
- A positive individual who is able to adapt to changing circumstances and embrace new ideas
- An inspirational leader who will encourage and support effective pedagogy

*Sinai School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post will be subject to an enhanced Criminal Records Bureau check.*

*We value diversity in our workforce and positively welcome applications from all sections of the community.*

*Please contact Hayley Brotherton [hbrotherton@sinai.brent.sch.uk](mailto:hbrotherton@sinai.brent.sch.uk) to arrange a tour and for an information pack*

# Sinai Jewish Primary School

## Letter from Head teacher

Dear Applicant,

Thank you for the interest you have shown in the post of Senior Leader at Sinai.

### Contents

1. The Job Description
2. The Person Specification

There is also a separate application form for applicants to complete.

If you have any further queries, please do not hesitate to contact the School. You are also warmly invited to arrange a preliminary visit to the School. Please telephone on 020 8204 1550 to arrange a convenient time.

Since my appointment and over the past four years, our priority has been delivering excellence in all aspects of our school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each pupil to the best of their ability.

Sinai is a Jewish voluntary aided school for children aged 3-11. The school has amazing facilities where children have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. We pride ourselves on instilling a love of learning. We are committed to preparing the children for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

This brochure aims to give you a clear picture of life at our School, as well as to give clear and transparent guidance and information about what the post involves, the criteria for selection and the process of selection itself. We encourage your application to join this welcoming community, where enabling children to flourish is central to our work.

I look forward to receiving your application.

Mrs J Lipshaw  
Headteacher

## Mission Statement:

**Sinai community strives to embed a lifelong love of learning. Our high expectations create a path to academic excellence. The wellbeing of our children is at the heart of all we do. Sinai children are proud of their achievements, are confident and caring and show responsibility as British citizens. Together we share pride in our Jewish heritage, a commitment to our modern Orthodox Judaism and a love of the State of Israel.**

## Our School Values:

We create an environment in which our children are happy and flourish into responsible, confident, articulate, caring and enthusiastic young people.

- ✓ We are confident, resilient, independent, inclusive and responsible
- ✓ We respect and support ourselves, others and the community.
- ✓ We are proud of our academic achievement and attitude for learning.
- ✓ We inspire a love of Jewish culture and spirituality.
- ✓ We nurture and care for the wellbeing of every child.

## Our School Rules:

- ✓ Be kind and gentle
- ✓ Show good listening
- ✓ Be on task
- ✓ Always try your best
- ✓ Look smart
- ✓ Be responsible for your actions

At Sinai School, our aim is to establish a school community based around modern Orthodox Jewish values and ethos, aligned with the United Synagogue.

We strive to provide both Academic and Jewish Educational Excellence, and seek

- To ensure excellence of secular and Jewish education through high quality, formidable subject teaching alongside equally challenging cross-curricular studies.
- To encourage a positive Jewish ethos and culture, coupled with communicating and demonstrating a positive attitude towards the State of Israel.
- To provide coordinated secular and Jewish studies where teaching staff embody the educational principles of not only what is taught, but how it is taught so that it inspires the children's lifelong passion for learning.
- To deliver a dynamic, forward thinking curriculum that is subject to periodic review, in response to national and global change.
- To provide opportunities for all. Focused support for those with Special Educational Needs, Pupil premium and opportunities for gifted and talented children so that every child reaches their full potential.

Our parents are partners in supporting the children's learning and school ethos at home, and to be responsible British citizens.

Our school ambition is for all children to be a credit to themselves, their parents, the School and the Jewish Community.

## Sinai Jewish Primary School

### Job Description: Senior Leader

#### Line of Responsibility:

Senior Leaders are directly responsible to the Deputy Head and Head teacher.

#### Performance Management and Professional Development

Senior Leaders will be part of the School's Appraisal Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

#### Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection. The post holder may be required to perform any other reasonable tasks, after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

## JOB DESCRIPTION FOR SENIOR LEADER

#### Role Summary:

- To provide professional guidance and support for all staff in developing high quality teaching and learning, along with effective use of resources, bringing about improvement in standards of attainment for all pupils
- To play a major role in the School's Leadership Team in creating a vision, sense of purpose and pride in teaching and learning
- To build, maintain, lead and manage an effective team which continually enhances the quality of teaching and learning throughout the school
- To support and lead on CPD where appropriate
- To support staff in their performance management
- To contribute to the School Self-Evaluation Form (SEF) and School Improvement Plan (SIP)
- Deputise for the Assistant Head teacher if s/he is absent
- To support staff in the implementation of the new National Curriculum
- To observe lessons and give effective feedback
- To monitor work and planning and give effective feedback
- To support staff with parent liaison
- To lead and manage the subject leaders and curriculum teams
- To evaluate lesson plans and carry out planning scrutinies
- To carry out work scrutinies and lesson observations.

#### Professional Duties:

- Take responsibility, along with all members of the Leadership Team, for the safeguarding and promotion of the welfare of children and young people with regard to Area Child Protection Procedures
- Be responsible for strategic developments in association with the SLT and Governors and supporting School Self Evaluation and the implementation of the School Improvement Plan.
- Contribute to the achievement of whole-school aims and improvement and the effective implementation of school policies and practices.

- Act as an Appraisal Leader being responsible for designated staff, their Appraisal interviews and observations.
- Demonstrate excellent interpersonal skills to ensure effective working relationships amongst the staff.
- To support, develop and improve the quality of teaching amongst teachers.
- To raise attainment of pupils through specific interventions.
- To plan and teach lessons as required.
- Manage, through distributive leadership, teamwork and mutual support, the development in staff of positive attitudes such as confidence in their teaching/work and a sense of accountability.
- Initiate and maintain the provision of extra-curricular activities, e.g. organisation of school trips, participate in open evenings and pupils' performances and make use of community and local environment to enrich teaching and learning experiences.
- Initiate and maintain good relationships with our parents and along with the Leadership Team develop our strategic vision for engaging and supporting our parents to lead to improved outcomes for our pupils.
- Provide input into the Governing Body, e.g. writing reports or attending meetings
- Prepare and take school assemblies.
- Assist staff to interpret data, set curricular targets and monitor pupil progress.
- Demonstrate consistently the characteristics of good/outstanding teaching.
- Encourage teachers to use their classrooms imaginatively and to teach creatively in order to engage, enthuse and excite our pupils.
- Support teachers in providing opportunities for all pupils' spiritual, moral, social and cultural development
- Ensure that work and modes of teaching and learning support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection
- Promote continuous improvement in teaching and learning across the school.
- Facilitate effective communication links with parents, involving them in their child's education, progress and targets for improvement.
- Assist the SLT in dealing with any parental concerns including pastoral issues
- Work closely with other members of SLT to ensure whole school approaches as appropriate and supportive to our aims and vision
- To have an overview of Health and Safety, liaising with other members of staff where appropriated.
- Ensure all educational visits are risk assessed in line with Borough Policy
- Using the school system, report any health and safety or minor repair issues to the Site Supervisor.
- Support the induction and mentoring of new members of staff
- Carry out Teaching and Learning reviews of certain teachers as required by the Performance Development programme, and use the process to develop the personal and professional effectiveness of each member of staff.
- To develop the CPD programme for staff to develop professional skills
- To fulfil any special duties/responsibilities reasonably requested by the Headteacher in the organisation and management of the school.

## PERSON SPECIFICATION FOR SENIOR LEADER

### Qualifications:

- Qualified teacher status

### Knowledge and understanding:

- Familiarity with current national initiatives and developments in educational leadership
- Awareness of research regarding how and why learning takes place

### Experience:

- A proven track record in raising achievement within his/her own teaching
- Experience of raising achievement through intervention in teaching process
- A proven track record of school improvement at Senior Leadership level

### Professional knowledge:

- Outstanding classroom teacher
- Excellent oral and written communication skills
- Strong interpersonal skills
- Persuasiveness
- Effectively prioritised work habits
- The ability to lead, challenge and support others
- Able to identify examples of best practice elsewhere and adapt these where appropriate to Sinai
- Excellent listening skills

### Professional skills:

Can demonstrate the ability to:

- Demonstrate consistently high quality teaching strategies
- Support and motivate both colleagues and pupils by leading through example
- Communicate effectively to a wide range of audiences (especially parents)
- Manage a team to successfully achieve agreed goals
- Develop and deliver effective professional development for staff as appropriate
- Be an effective team player who works collaboratively and effectively with others
- Analyse data for performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement
- Contribute effectively to the work of the head teacher and the senior leadership team
- Deal successfully with situations that may include difficult situations and conflict resolution

### Strategic development:

- Experience of School Improvement planning
- Clear evidence of whole school impact through recent work

### Teaching and learning:

- Experience of monitoring classroom performance
- Understanding of outstanding classroom practise

### Motivation and personality:

- Commitment to a comprehensive and holistic education
- Sense of humour
- Sensitivity towards others
- Self-motivated
- Initiative
- Supportive of the ethos of the School

### Commitment:

Demonstrate a commitment to:

- equalities

- promoting the school's vision and ethos
- high quality, stimulating learning environments
- relating positively to and showing respect for all members of the school and wider community
- on-going relevant professional self-development
- Safeguarding and child protection