





 **Welcome from the CEO**

Dear Applicant,

Thank you for taking an interest in the Leader of Learning role based with Share Multi Academy Trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally

CEO

SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant & Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School (Royds Hall secondary, Beech Primary & Luck Lane Primary Schools), Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust.  As well was being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 600 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we’d love to hear from you.

**Valuing People, Supporting Personal Best**

Whatever your role or whatever your career plans, we can help you achieve them.

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Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people.



**Welcome from the Executive Headteacher**



Dear Applicant,

Thank you for taking an interest in these posts at both Heaton Avenue and Millbridge Junior, Infant and Nursery School. I hope the materials enclosed in this pack give you a good sense of what makes the school a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

I think our structure will give you the best setting to be happy and successful in the role. We will give you all the support you need, whilst giving you the freedom to innovate and bring creativity to the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what we will do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

Michelle Lee

Executive Headteacher, Heaton Avenue Primary School and Millbridge Junior, Infant and Nursery School





Employee Benefit Schemes

**A world of benefits and reward for all staff!**

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

* An attractive pension scheme for both Teaching and Support Staff.
* School’s Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
* Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
* Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
	+ Bikes – savings of up to 42% on the cost of a new bike.
	+ Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

**SHARE Multi-Academy Trus****t**

 **Leaders of Learning**

**Role Profile**

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| ­Role Title | Leaders of Learning -One in Key Stage 1 and one in Lower Key Stage 2 | ***Reporting to*** | Head of Schools/Executive Heads |
| ***Section/******School*** | Primary Schools |  |  |
| ***Contract type*** | Permanent | ***Grade / Salary*** | MPR/UPR + TLR2B |

# Part A – JOB DESCRIPTION

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| ***Overall purpose of role*** | 1. To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.
2. To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.
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| ***Safeguarding Requirements*** | This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. |

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| ***Key Accountabilities*** |
| **Teaching and Learning:**1. Lead by example as a teacher and manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching;2. To be responsible to the head teacher for co-ordinating the work of the relevant Key Stage, supporting and advising where appropriate;3. To monitor the quality of teaching and learning in relevant Key Stage, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work;4. To review long term planning in relevant Key Stage to ensure coverage, progression and a range of learning experiences across the Key Stage;5. Liaise closely with all staff to ensure continuity and progression across the age and ability range. 6. Ensure relevant Key Stage planning is effectively carried out and ensure pupils’ individual needs are being met;7. To monitor the standards of behaviour and achievement within their class and across relevant Key stage to ensure continuity and progression;8. Set appropriate expectations for relevant Key Stage staff and pupils in relation to standards of pupils’ achievements and the quality of teaching, establishing clear targets for improving and sustaining pupils’ achievement and supporting the process of teaching and learning in accordance with agreed policies and guidelines.**Recording and Assessment:**1. Assess, record and report on the development, progress and attainment of pupils. 2. Have input into the target setting process for raising achievement of pupils and feedback to the Head Teacher.3. Monitor progress in relevant Key Stage and ensure appropriate co-ordinator action plans are being implemented.4. Monitor relevant Key Stage planning to ensure individual needs are being met.5. Provide the Pupils Annual Report to Parents.6. Ensure planning is effectively carried out and ensure individual needs are being met.**Leadership:**1. Support the Head teacher and the Assistant Headteachers in providing a clear vision and direction for the development of the school.2. Taking a lead role in specific project(s) to be decided with the Headteacher and the Assistant Headteachers3. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school’s development plan4. Assume responsibility for the management of the school in the absence of the Head Teacher and the Assistant Headteachers.5. Attend Leadership Team meetings as required and report back to staff when necessary.6. Be a strong advocate for change and champion school improvement.7. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives8. Establish good relationships, encourage good working practices and support and lead teachers9. Plan, organise and chair relevant Key Stage meetings as appropriate in order to ensure school policies and practices are being implemented.10. Liaise with teaching assistants timetabled within relevant Key Stage and outside agencies.11. Supporting relevant Key Stage staff to meet Performance Management targets**Standards and Quality Assurance:**1. Support the aims and ethos of the school.2. Attend and participate in open/parent evenings.3. Uphold the school's behaviour and dress code4. Participate in Continuing Professional Development /whole staff training.5. Attend team and staff meetings.6. Develop positive links with Governors and neighbouring schools.7. Through self evaluation review teaching methods and programmes of work.8. To maintain an interesting, attractive and well ordered, tidy classroom environment and to take collective responsibility for the overall appearance of the school.**People and relationships:**1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.2. Work with all staff within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.3. Manage and develop effective working relationships with all staff in the school4. Manage innovation and change5. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.6. Communicate and consult with parents of pupils.7. Promote the general progress and well being of individual pupils and of any class assigned to her/ him.8. To act upon Health and Safety issues in respect of oneself and for those whom responsible.**Human and physical resources and their development and deployment:**1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.2. Contribute to the audit of staff development and training needs and the provision of effective INSET.3. Ensure support and training during the induction of new relevant Key Stage staff and for trainee teachers.4. Support the establishment of priorities for expenditure across the whole school.5. Ensure the maintenance in relevant Key Stage of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.6. Manage the resources for a specific subject area or a whole school aspect – to be agreed |

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| ***Dimensions*** *(Financial/Statistical/Mandates/Constraints/No. of direct reports)* |
| * Direct reports approximately 8
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| ***Work/Business contacts*** |
| **Internal:** Pupils, parents**,** leaders, teachers, support staff, governors, directors and members of Central Services within the MAT. |
| **External:** Department for Education, Local Authorities**,** External Agencies, Suppliers, Contractors. |

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| ***Expertise in Role Required (At selection - Level 1)*** | **Essential or****Desirable** |
| * Qualified Teacher Status
* Varied INSET
* Willingness to undertake further training
* Recent experience of teaching children across the primary age range especially KS1 and lower KS2
* Experience of planning and assessment within a team
* Experience of teaching all subjects through practical activities
* Successful experience of leading curriculum or aspect
* Experience of managing staff
* Experience in monitoring and evaluating the impact of planned changes
* Experienced in establishing excellent working relationships with pupils, parents, staff, governors and the wider community
* Excellent primary practitioner
* Experience of implementing intervention strategies in a class setting
* Excellent practitioner backed- up with a clear philosophy of how children learn
* Ability to use a range of classroom management and teaching strategies
* Good understanding of assessment and target setting
* Thorough and up to date knowledge of subject specialism
* Ability to challenge and support all pupils learning
* Knowledge of SEN, Attachment disorders, Equal Opportunities and Social Inclusion
* Awareness of thematic and key skills approach to teaching
* Commitment to parental involvement
* Ability to inspire pupils
* Understanding of the wide range of demands on a leadership team
* Able to work co-operatively as a member of a school team
* To be positive, sensitive, resilient, enthusiastic, trustworthy, respectful of confidentiality and promote the good image of the school in the wider community
* Willing to participate in additional school activity, an involvement in the life of the school
* Effective communication skills – the ability to express your own ideas and motivate staff and pupils, ability to listen and act upon advice
* Good organisational skills yet flexible and motivated in attitude to respond to the changing needs of the school
* A commitment to the whole school philosophy and a desire to continually strive for improvement
* The desire to create vision and turn it into reality
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| ***Other (Physical, mobility, local conditions)*** |
| 1. *Willing to travel occasionally between school sites.*
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| 1. *Willing to work flexible hours including evening meetings as required.*
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| ***Expertise in Role - After initial development - Level 2*** |
| * *Able to demonstrate a track record in helping school to improve rapidly.*
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| Signatures |
| Approved by : CEO  Approved by : Post Holder/or Representative  |





To apply, please complete an application form on the Tes website, which can be found on our career site here: <https://www.tes.com/jobs/employer/-1082675>

**Closing date: closing date 19th April 2019**

