**JOB TITLE: Assistant Campus Principal: KS2 and Safeguarding Lead**

Job Description

**JOB PURPOSE**

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| * To Lead Key Stage Two reporting to the Campus Principal
* To lead Safeguarding in the school reporting to the Campus Principal
* To ensure and maintain excellent standards of student attainment and achievement at KS2
* This role is central to the implementation and promotion of Self-Directed Learning (SDL) and the delivery of excellent teaching and learning
* Provide day-to-day classroom leadership, inspiration and management and maintain excellent teaching practice in the Primary phase of the school
* Link with OneSchool vision and Teacher Academy
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**DUTIES**

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| The key duties include but are not limited to the following: **Specific DUTIES** **In recognition of the importance of good classroom management combined with exemplary teaching practice for improved student learning outcomes, the key duties include but are not limited to the following:*** Lead Safeguarding including being DSL taking responsibility for the Single Central Record
* Lead the PREVENT programme
* To actively engage and lead a team of experienced, motivated and skilled practitioners at KS2
* Be part of the Leadership Team
* Responsible for overseeing the KS2 pastoral support, Health & Safety and the progress of students ensuring at least good academic outcomes
* Support whole school initiatives and encourage others to do the same
* Day to day leadership of KS2
* Lead, coach and support others in developing SDL appropriate schemes of work, assignments and practices, including use of canvas at KS2
* Develop and maintain links with feeder schools
* Actively engage with the local community to develop contacts and visits
* Support the effective implementation of the agreed education programme including the overall development and well-being of individual learners of all abilities
* Assist the Campus Principal on Performance Management activities such as lesson observations and works scrutiny
* Ensure current high standards are maintained and progressed in all areas
* Support, review and actively implement agreed school policies and guidelines
* Be a role model in digital technology and learning, able to teach, support and coach colleagues
* Other duties as required by the campus

**TEACHING DUTIES** * To work in accordance with the Teacher’s Standards and other professional guidance
* Contribute to target setting and to the recording and tracking of student performance data, in accordance with the school practices and as directed by the Campus Principal
* Ensure classroom teaching is well planned, appropriately pitched and differentiated to meet the needs of all learners incorporating principles of SDL
* Provide a stimulating classroom environment, where resources can be assessed appropriately by all pupils which is safe and conductive to learning
* Promote a classroom culture for learning in which everyone takes responsibility for a high standard of student behaviour
* Maintain a high standard and equitable approach to student welfare and behaviour management in line with the current school policy
* Consistently demonstrate a high standard of organisational skills in all areas of responsibility
* Utilise up to date knowledge and experience in all aspects of the curriculum and assessment, looking at new and innovative learning styles such as SDL

**General Duties*** Communicate and co-operate effectively and positively with specialists from outside agencies where appropriate
* Participate in the performance management system for the appraisal of own performance
* Within the areas of your responsibility, ensure the school fulfils its obligations in regard of compliance with statutory and regulatory requirements
* Participate in the Quality Assurance of student performance data
* Provide information for the school newsletter as appropriate
* Be a line manager for identifies staff
* Lead the development planning of line managers and contribute to the whole school planning
* To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the OneSchool Global UK ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
* Comply with and support the implementation of all School and OSG UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2020 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| * Reporting to the Campus Principal
* Leading and managing staff as directed by the Campus Principal
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**SUPPORT FOR THE ROLE**

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| The role is supported by the Campus Principal and a proactive board of trustees with a designated Campus Administrator to work with the Campus Principal on a day-to-day basis. OSGUK provides a range of support services in areas such as IT, recruitment, HR, policies and resources. Regional and District Principal provide assistance in areas such as curriculum, SDL, SEND, performance management, CPD, data, pedagogy, and to support progress, promote consistency and share good practice between schools.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: May 2021  |

**JOB TITLE**

**Person Specification**

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Recent experience of leading a team at KS2 Level
* Recent experience and knowledge of safeguarding practice in school, including working with multi-agency and third parties
* Recent experience overseeing pastoral planning and support, including pupil Mental Health and Wellbeing at KS2
* Experience of leading curriculum development at KS2
* Recent experience of tracking, monitoring and intervention based on reliable data analysis
* Participation in recent Professional Development
* Experience of providing appropriate support for SEN and MA pupils at KS2
* Experience of leading assemblies and whole group sessions, including whole staff training
* Can demonstrate ability to maintain high standards of student and staff management
* Outstanding classroom practitioner
* Experienced in pedagogical coaching including conducting lesson observations and providing feedback
 | * Experience of working in a through school
* Recent experience of teaching a range of classes at KS2
* In-date DSL qualification
* Up to date knowledge of inspection criteria and expectations
* Experience of working with Self-Directed Learning (SDL)
* Experience of delivering learning through online platforms
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| **Education and Qualifications** | * Qualified Teacher status / PGCE in Primary Teaching
* Degree educated
* GCSE’s Grade A\*- C in Maths and English
 | * Qualification in Safeguarding
* NPQH certificate
* Senior management training e.g. NPQSL
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| **Skills and Abilities** | * Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
 | * The ability to use ICT effectively to support learning
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| **Training** | * Evidence of INSET and professional development
* Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Able to lead effectively
* Able to inspire and enthuse all students to achieve their individual potential
* Able to multi-task
* Prioritise own work-load
* Work independently
* Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with a Children’s barred list check, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.