Person Spec – Phase Leader

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| ST CHAD’S ROMAN CATHOLIC PRIMARY SCHOOL | | |
| JOB TITLE : PHASE LEADER | | PAY SPINE: MAIN/UPPER+TLR Negotiable to attract the best candidates |
| **LINE MANAGER :** | **DEPUTY HEADTEACHER** | |
| **HEADTEACHER JOB PURPOSE :** To assist the Head and the Deputy in the strategic leadership of the school. To support the interpretation and analysis of whole school assessment data; to line manage classroom teachers and support staff; to take a leading role in whole school development of the curriculum and teaching and learning; to deputise for the head teacher or deputy in their absence. Responsibility of curriculum subject. | | |
| **STAFF RESPONSIBILITIES :** Teaching and non-teaching staff as allocated. | | |
| **KEY AREAS OF RESPONSIBILITY** | | |
| 1. Assist the head teacher in the formulation and review of the aims and objectives of the School, and in establishing the policies and procedures through which they will be monitored and achieved. | | |
| 2. Promote the Catholic ethos of the school as set out in the School Mission Statement; provide guidance and support to pupils on educational, health, social, spiritual, moral and cultural matters. | | |
| 3. Communicate, consult and co-operate with the parents of pupils and other persons or bodies with a responsibility for the education and welfare of the pupils concerned. | | |
| 4. Maintain excellent order and discipline among pupils, and safeguard their health and safety and personal well-being. | | |
| 5. In partnership with the Headteacher and Deputy, co-ordinate whole-curriculum development, and support teachers and teams which have responsibility for curriculum areas. | | |
| 6. Coordinate the mentoring programme for NQTs; contribute to the recruitment, selection, interview and appointment of staff at the school. | | |
| 7. Participate in the arrangements for the performance appraisal of staff; line manage classroom support staff. | | |
| 8. Review regularly the teaching skills and methods utilised throughout the school and participate in arrangements for the professional development of yourself and other teachers and staff at the school. | | |
| 9. Keep relevant evidence and documentation of planning, progress and reviews. | | |
| 10. Attendance at and participation in meetings relating to the curricular, administrative, organisational, pastoral and managerial arrangements for the school both at and outside the premises; positive and active involvement in the School Leadership Team. | | |
| 11. Such other responsibilities allocated which are appropriate to the grade and designation of the post. | | |
| 12. Collate, interpret and analyse whole-school data and make appropriate recommendations for action to raise attainment and achievement to the SLT; support the implementation and monitoring of the actions. | | |
| 13. Lead a core subject area and provide support/INSET for staff according to need. | | |

Assistant Headteacher. PERSON SPECIFICATION. St. Chad’s Roman Catholic Primary School

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|  | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS  EXPERIENCE  KNOWLEDGE AND UNDERSTANDING  PROFESSIONAL SKILLS  PERSONAL QUALITIES  SAFEGUARDING | - Qualified Teacher Status   * Experience and knowledge of the School Development/Improvement process. * Excellent classroom management and practice. * A proven record of promoting curricular development and have successfully co-ordinated at least one whole-school curriculum area. * Evidence that you have initiated and managed curricular development, implemented those developments and evaluated their success. * Have experience of interpreting and analysing assessment information in order to set targets for raising standards. * Experience of contributing to staff development / INSET. * Knowledge and understanding of moral, spiritual and cultural development of pupils. * Have a clear understanding and vision of the needs of primary aged pupils, and have strategies which will achieve effective teaching and learning. * An understanding of contemporary issues in education. - Have a detailed knowledge of the structure and content of the National Curriculum and assessment arrangements. - Confidence in using ICT to support teaching. * A knowledge and understanding of target setting at classroom and whole school level. * Ability to promote the Catholic Ethos of the school in line with the School Mission Statement. * A commitment to continuous professional development throughout your career; promoting INSET to other staff and leading training. * The ability to establish professional relationships quickly, enthuse others sensitively and work co-operatively as a member or leader of a team. * Ability to manage workload * The ability to communicate effectively, both verbally and in writing, in a wide range of situations. * High quality ICT skills. * The ability to organise staff, volunteers and tasks, often under pressure and within given deadlines. * The ability to build and sustain effective working relationships with staff, governors, parents, pupils and the wider community including the Parish * A committed to the Catholic Ethos of the school. * Commitment to work flexibly. * A caring pastoral attitude towards staff and pupils. * An impeccable attendance record.   Clear commitment to and understanding of safeguarding legislation and practice | * Have a Good Honours or Masters Degree. * Further professional qualifications. * Evidence of further study (including ongoing study). * Experience in a Catholic School. * Experience of Key Stage 1 and 2 SATs and of whole school assessment procedures. * Experience of monitoring and evaluating Teaching and Learning. * Teaching experience in more than one establishment. * Experience of working with a school’s community, including the Parish. * Experience of planning, managing and delivering staff development * A good understanding of the needs of pupils with special educational needs. * Knowledge and ideas that will enable development of a more creative approach to delivering the curriculum with particular reference to the foundation subjects. * Willingness to undertake the NPQH. * Have the flexibility and adaptability to work with a wide range of people from the community. * Experience as a school Governor. * Experience of mentoring NQTs. * An interest in Initial Teacher Training Assistant |

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| St Chad’s Roman Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. |