



Burstow Park School

Job description & Person Specification: Primary Lead

Burstow Park School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The Primary Lead will have day-to-day oversight and leadership of the Primary phase of Burstow Park School.

Duties and responsibilities

Ensuring high quality of teaching and learning experiences for students

- Model consistently high-quality teaching and be able to demonstrate excellent practice to others
- Prepare and deliver training courses across the school to improve teachers' practice
- Support with teachers' professional development and appraisal through carrying out lesson observations, providing feedback and implementing strategies to improve practice
- Provide mentoring/coaching to individual teachers' in need of 1-to-1 support to improve their practice
- Work with teachers to use data to identify individuals or groups that need further teaching support and develop and implement strategies to raise the quality of teaching
- Work with teachers to use data to identify individuals or groups of pupils that need targeted support, and develop and implement strategies to raise achievement
- Set challenging and ambitious targets for pupils on interventions and update parents' on progress
- Set challenging and ambitious targets for teachers to ensure high quality delivery of teaching and learning experiences for all students
- Measure and assess the impact of interventions to raise achievement for pupils and the quality of teaching
- Promote strategies which support differentiation, inclusion and positive behaviour

Monitoring and evaluation

- Co-ordinate and carry out monitoring and evaluation activities to improve teaching and learning, including work scrutinies, lesson observations, learning walks etc
- Use systems to analyse data from monitoring and evaluation, and use insights to inform strategies and plans for teacher development
- Support with self-evaluation and school improvement planning as part of the Senior Leadership Team

Professional development

- Lead on researching best practice and keeping up-to-date with the latest developments
- Share knowledge with staff and offer support to implement the research into their own practice
- Inform staff about the latest innovations in intervention strategies
- Take part in the school's appraisal procedures, leading appraisal for Primary phase teachers

- Take part in further training and development in order to improve own practice

Management of staff and resources

- Direct and supervise teaching staff
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources appropriately and effectively

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Be the Deputy Designated Safeguarding Lead (DDSL) with a specific remit for ensuring the safeguarding and wellbeing of Primary phase students
- To act as a lead contact for other professional involved with Primary phase students
- Promote the safeguarding of all pupils in the school
- Take a lead role in safeguarding meetings and other professionals meetings relating to Primary phase students

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status (or equivalent experience) • Degree level qualification
Experience	• Successful teaching experience in a specialist setting • Recent leadership experience of whole-school initiatives / programmes • Recent experience of delivery high quality primary teaching and learning experience to students who have SEND • Demonstrable experience of effective planning and delivery of interventions for pupils • Demonstrable experience of effectively supporting colleagues to develop • Demonstrable experience of delivering effective training and CPD to professionals
Skills and knowledge	• A sound knowledge of the Primary National Curriculum • A sound knowledge of effective teaching and learning strategies, with demonstrable experience of delivering these in a specialist setting • A sound knowledge of the barriers to learning that pupils may face – and examples of how you have adapted your teaching style to overcome these effectively • Recent experience of tailoring plans and interventions to individual pupils' needs • An excellent understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Ability to establish curriculum development, assessment and co-ordination • An excellent knowledge of guidance and requirements around safeguarding children, particularly those with SEN • Knowledge of effective behaviour management strategies • Able to use systems and to conduct analysis and produce reports • Good ICT skills, particularly using ICT to support learning
Personal qualities	• A deep and unrelenting commitment to safeguarding and equality all pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times