





## Lower School Leader Job Description

<b>Pay Scale/Grade:</b>	MPS/UPS plus TLR 2
<b>Reports to:</b>	Headteacher
<b>Responsible for:</b>	This role will act as a core member of the Middle Leadership Team, contributing to the overall leadership management of the school and taking accountability for effectiveness of the provision in the team, along with the development and implementation of staff.
<b>Liaison with:</b>	Teaching and Support staff, Headteacher, Senior Leadership Team, Pupils, Parents/Carers

### 1. JOB OUTLINE

- Support the policies, ethos and vision of the school and actively promote high levels of achievement in the Lower School (Years 1-3).
- Contribute to the leadership management of the school.
- Formulate and promote the aims and objectives of the Lower School (Years 1-3).
- Seek and implement areas for school improvement and the development of staff within team.
- Evaluate the effectiveness of the provision of the team in collaboration with the senior leadership team.

### 2. TEACHING AND DEVELOPMENT

- Lead the team in the planning and delivery of a creative and stimulating curriculum.
- Work in collaboration with the English & Phonics leaders to ensure successful implementation of the phonics scheme in the Lower School (Years 1-3).
- Ensure the curriculum supports a range of learning styles and develops children's independence.
- Take responsibility for high quality teaching provision throughout the team
- Ensure curricular policy development is focussed on continuous improvement.
- Ensure all pupils in the Lower School (Years 1-3) are able to learn and achieve to the best of their various abilities.
- Ensure the requirements for the Lower School (Years 1-3), including the arrangement of assessment, are met.
- Monitor the progress of pupils and report evaluated data to the headteacher.
- Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
- Organise opportunities for pupils in the Lower School (Years 1-3) which are appropriate to the curriculum.
- Share and model outstanding practice.

### **3. LEADERSHIP AND MANAGEMENT**

- Work with the senior leadership team to ensure the successful implementation of school policies and procedures.
- Establish and maintain positive working relationships with all members of staff.
- Provide support and guidance for members of the team.
- Lead all training and development activities and evaluate the outcomes.
- Organise and manage the day-to-day running of teaching within the team, including efficient use of teaching resources.
- Plan and lead weekly team meetings and ensure effective communication with staff.
- Support the senior leadership team in the performance management of staff in the team.
- Support and lead the induction process for new members of staff within the team.
- Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.
- Manage team staff on a daily basis
- Support with appraisals
- Manage own professional development by attending training opportunities such as in-service training.
- Keep up-to-date with current thinking and progression in primary education.

### **4. COMMUNICATION**

- Develop and maintain effective relationships with parents, colleagues, the governing body and the local community.
- Develop and maintain links with the LA advisory and support services.
- Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning.
- Ensure parents are well-informed about the curriculum as well as their child's progress and targets.
- Provide necessary information to the governing body to ensure it meets its responsibilities.
- Communicate any local and national changes to team members.
- Liaise with other colleagues to ensure a smooth transition for all pupils within the team.

### **5. OTHER**

- Promote and safeguard the welfare of all pupils.
- Ensure a high standard of care for pupils is consistently maintained.
- Act as a role model for members of staff and pupils.

### **6. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Disclosure and Barring Service as part of the Academy’s pre-employment checks.

**7. REVIEW OF DUTIES**

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague ..... Date .....

Signed Headteacher ..... Date .....

## Lower School Leader Person Specification

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

	Essential	Desirable
<b>Statutory</b>	<ul style="list-style-type: none"> <li>Right to Work in the UK</li> </ul>	
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status (QTS).</li> </ul>	
<b>Experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>Demonstrable experience of monitoring and evaluating teaching.</li> <li>Experience monitoring and recording pupils' academic development.</li> <li>Experience working alongside a senior leadership team to develop the quality of teaching and learning within a school.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties.</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>In-depth knowledge and understanding of Primary Education, national curriculum.</li> <li>In-depth knowledge of current legislation and the application of such in schools.</li> <li>An ability to take a lead role in innovative curricular development.</li> <li>An understanding of curriculum and pedagogical issues in primary sector.</li> <li>Creative and stimulating teaching strategies which engage and motivate pupils.</li> <li>An ability to identify problem areas and suggest appropriate measures for improvement.</li> <li>An ability to analyse, understand, interpret and respond to school performance data.</li> <li>An understanding of professional development opportunities.</li> <li>A clear understanding of how to monitor staff performance and communicate this to a senior leadership team.</li> <li>An ability to maintain consistently high standards and ensure quality of teaching.</li> <li>An ability to promote and sustain high standards for pupils.</li> <li>A wide knowledge of educational terminology.</li> <li>A clear understanding of child development and how this contributes to teaching strategies and learning styles.</li> </ul>	

***Note to applicants:***

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment***