

Lead Teacher Job Description

SALARY: Teachers Pay Scale plus TLR2

RESPONSIBLE TO: Hub Lead

MANAGEMENT OF: Teaching Assistant/s

CORE PURPOSE

Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the school's own policy.

Under the overall direction of the Area Hub Leader, the Lead Teacher will play a lead role:

- In the day to day safety of pupils and staff at the school
- Communicating with parents and resolving minor issues on a day to day basis
- Supporting pupils' behaviour across the school on a day to day basis

The Lead Teacher will:

- Carry out the professional duties of a teacher as required.
- Take responsibility for Child Protection issues as Designated Safeguarding Lead.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Ensure the timings of the school day are followed accurately.

SHAPING THE FUTURE

- Lead by example to motivate and work with others.
- Promote a culture of inclusion within the school community where all views are valued and taken into account, supported by the SENCO, Area Hub Lead and Trust Inclusion Lead.

LEADING, TEACHING AND LEARNING:

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.

DEVELOPING SELF AND WORKING WITH OTHERS:

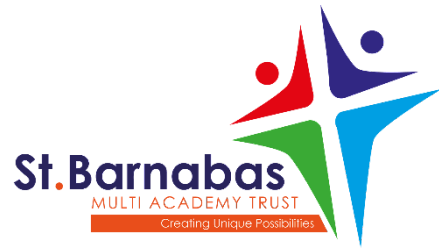
- Support the development of collaborative approaches to learning within the school and beyond.
- Be an excellent role model for both staff and pupils in terms of being a reflective practitioner, demonstrating the desire to improve and learn.

MANAGING THE ORGANISATION

- Ensure day-to-day effective organisation and running of the school as appropriate and under the direction of the Hub Lead.
- To undertake any professional duties as reasonably delegated by the Hub Lead.

SECURING ACCOUNTABILITY:

- Promote and protect the Health and Safety Welfare / Wellbeing of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.



SUPPORTING THE WORK OF THE TRUST

- Promote policies and practice such as inclusion, equality and the extended services that the school offers.
- Promote the positive involvement of parents and carers in school life.
- Foster good partnerships and community involvement.
- Promote positive relationships and the sharing of good practice with colleagues in other schools and organisations.
- Any other duties commensurate with the role

This job description is **not** your contract of employment, or any part of it. It has been prepared only for the purpose of the school organisation and may change as either your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document is not to be altered once it is signed but it will be reviewed annually as part of the Performance Management process or as appropriate.

All employees handling personal data must do so responsibly, securely and in line with the school's policies, guidance and training.

Person Specification

ESSENTIAL QUALIFICATIONS

1. Qualified Teacher Status
2. Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements.
3. Proven / Demonstrable experience of developing good working relationships with all stakeholders.
4. Proven / demonstrable track record of successful leadership and delivery of learning.
5. Evidence of collaborative and inspirational leading skills.

DESIRABLE QUALIFICATIONS

1. Achieved National Professional Qualification in Senior Leadership (NPQSL)
2. Have a thorough understanding of curriculum development
3. Experience of senior management

ESSENTIAL PROFESSIONAL KNOWLEDGE AND EXPERIENCES

1. Proven ability to deliver collective vision and shared purpose
2. An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration.
3. Excellent organisational skills
4. Well-developed interpersonal and communication skills
5. Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance
6. Proven ability to support an organisation successfully through a period of change
7. Ability to build a strong Christian ethos in the school (CofE Schools)

DESIRABLE PROFESSIONAL KNOWLEDGE AND EXPERIENCES

1. Church school experience
2. Experience of senior management

REQUIRED COMPETENCIES

1. **Leadership skills:** Lead initiatives and inspire and motivate stakeholders to foster a culture of accountability and continuous improvement
2. **Relationship building:** Form productive relationships internally and externally developing strategic partnerships
3. **Commitment to “BRING IT” The Trust Mission:** Passion for the Trust purpose, strategies and vision dedicating time and effort to support pupil outcomes
4. **Integrity:** A strong sense of ethics ensuring transparency and accountability
5. **Communication Skills:** Excellent verbal and written communication skills with the ability to convey information to diverse audiences
6. **Empowerment:** Empowering others by giving them the skills and knowledge to be successful
7. **Inclusive Practice:** Understanding of how to apply principles of inclusive practice and a commitment to equality, diversity and inclusion
8. **Adaptability:** Flexible to changing circumstances and needs in a dynamic environment
9. **Respect for Others:** Demonstrating respect for differing viewpoints and fostering a collaborative atmosphere
10. **Problem Solving:** Capacity to identify issues and develop solutions to enhance operational efficiencies and pupil outcomes
11. **Strategic Vision:** Ability to develop and implement long term strategic goals and Trust objectives
12. **Safeguarding:** Thorough understanding of safeguarding requirement for the Trust
13. **Coaching and Mentoring:** Ability to coach and mentor direct reporting lines and wider teams.
14. **Bring Courage:** Demonstrating the ability to take calculated risks to support the future development and growth of the Trust
15. **Bring Creativity:** Encourage the wider team to develop innovative solutions to optimise limited resources
16. **Bring Friendship:** Encourage employees to build internal friendships, supporting wellbeing and collaboration through “Employee Voice”.

ESSENTIAL OTHER

1. Enhanced DBS
2. Full drivers licence