

# Job Title: Lead Teacher

## Individual School Range (ISR) L2 – L6

**Responsible to:** Executive Principal

### Introduction

This appointment is with St John's Catholic Primary School within the St Gabriel the Archangel Catholic Multi-Academy Trust under the terms of the Catholic Education Service contract. The Academy will appoint a person who, by personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.

The appointment is subject to the current conditions of service for Senior Leaders contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties under the direction of the Executive Principal, the Lead Teacher shall consult, where appropriate, the following: the Local Governing Board, the Board of Directors of the Multi Academy Trust, the Diocese, the Local Authority, the staff of the schools, the parents of its pupils and the parishes served by the schools.

This job description may be amended at any time and will be reviewed annually.

### Main purpose

#### The Lead Teacher will:

1. Undertake the normal responsibilities of a class teacher.
2. Be an active member of the Senior Leadership Team.
3. Assist the Executive Principal in leading and managing the school.
4. Undertake such duties as are delegated by the Executive Principal.
5. Support the Executive Principal in securing the most effective education for all pupils and the continuous improvement of Teaching and Learning in the school.
6. To be responsible for teaching across one/ two Key Stages.
7. Play a major role, under the overall direction of the Executive Principal, in formulating and reviewing the School Evaluation Form and the aims and objectives of the school by:
  - Establishing the policies through which they shall be achieved
  - Leading and managing staff and resources to that end

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- Monitoring progress towards their achievement
8. Undertake any professional duty which may be delegated by the Executive Principal.
  9. Assist the Executive Principal and RE co-ordinator in further developing good links with the Church.

### **Key Area of Responsibility**

The 'preferred future', expressed in the strategic vision and development of a Catholic school, stems from the educational mission of the Church, which is reflected in the school's mission statement and school development plan.

The Lead Teacher will support the Executive Principal in ensuring that:

- the school is conducted as a Catholic school in accordance with the teachings of the Catholic Church and Canon Law, and in accordance with the Trust Deed of the Archdiocese of Birmingham.
- Religious Education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.
- Religious worship is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development.
- the school will promote and safeguard the welfare of all children, enabling every child, whatever their background or their circumstances, to have the support they need to: be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being; recognise their own dignity and the dignity of others as children of God.

### **The internal organisation and management of the school:**

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school.
- formulating the aims and objectives of the school and policies for their implementation.
- to contribute to planning improvement which will translate school aims and policies into actions.
- implementing the Board of Director's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs.
- the efficient organisation, management and supervision of school routines.

### **Teaching and Learning:**

- Monitor and evaluate pupil achievement and attainment throughout the school.
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Support subject leaders in the development and implementation of curricular initiatives.

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- To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.
- To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Take responsibility for the pastoral care of pupils, including involvement in individual cases when necessary.
- To set a good example to other professionals both in terms of curricular and extra-curricular teaching.
- Liaise closely with all staff to ensure continuity and progression across the age and ability range.
- To monitor the standards of behaviour and achievement within their year group and across the key stage(s).
- Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching, establishing clear targets for improving and sustaining pupils' achievement.
- supporting the process of teaching and learning in accordance with agreed policies and guidelines.
- Supporting staff to meet personal and professional targets.
- Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.
- To take school assemblies as and when required.

#### **Recording and Assessment:**

- Have input into the target setting process for raising achievement for pupils and feedback to the Executive Principal.
- Under the direction of the Executive Principal, monitor progress and ensure appropriate action plans are in place where issues are identified.
- Contribute to Board of Directors/Local Governing Board reports.
- Ensure planning is effectively carried out and ensure individual needs are being met.

#### **Curriculum Development**

To contribute to:

- The development, organisation and implementation of the school's curriculum.
- school policies on curriculum, teaching and learning, assessment, recording and reporting.
- ensuring that the teaching and learning provided by different year group teams form a co-ordinated, coherent curriculum entitlement for individuals.
- ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Directors in their management of the school.
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

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## **Leadership:**

- Support the Executive Principal in providing a clear direction for the development of the school.
- Contribute to establishing the core values of the leadership team and their practical expression.
- Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
- Support the Executive Principal and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Assume responsibility for the management of the school in the absence of the Executive Principal.
- Attend all SLT meetings, and report back to staff when necessary.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair meetings as appropriate.
- Lead, support, motivate and direct support staff working within the key stage.
- Monitor standards and participate in Quality Assurance.
- Support the aims and ethos of the school.
- Liaise with the Directors, when appropriate, to facilitate their overview of school management.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development with particular reference to SEND.
- Attend team and staff meetings.
- Develop links with Directors, School Committee members, LAs and other schools in the St Gabriel Catholic Multi-Academy Trust.

## **Pupil Care**

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
- The promotion among pupils of standards of conduct and proper regard for authority and the encouragement of good behaviour.
- The development of a culture of independent learning.
- The handling of individual pupil disciplinary cases.

## **Safeguarding Children & Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

## **Actions**

The Lead Teacher should ensure that:

All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

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### **The Management of staff**

- To be responsible for the line management and appraisal of specific members of staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.

### **People and relationships:**

- Foster and sustain positive and effective relationships across the school community.
- Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
- Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
- Managing innovation and change.
- Working collaboratively.
- Manage and develop effective working relationships with the Executive Principal.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and well-being.
- To foster home/school links and lead or participate in any relevant parent workshops.
- To advise and assist the Directors and School Committee members (as required) in the exercising of its functions including attending meetings and presenting reports.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.

### **Human and material resources and their development and deployment:**

- Lead the professional development of all staff through example, coaching, peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff and for trainee teachers.
- Support the establishment of priorities for expenditure across the whole school and within departments through the SEF.
- Contribute to the effective and efficient management and organisation of the accommodation and resources of the school.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

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## Person Specification

Key Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Qualified teacher status.</li> <li>● Good honours degree.</li> </ul>	<ul style="list-style-type: none"> <li>● Any other qualifications relevant to primary teaching and a leadership role.</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal, communication and organisational skills.</li> <li>● An understanding of the role of Lead Teacher as described with the potential to be successful in the role.</li> <li>● Experience and training related to an aspect of leadership and management.</li> <li>● Is able to demonstrate vision and strategic leadership of the school.</li> <li>● Ability to lead and support other staff within the school which impacts on standards and achievements.</li> <li>● Proven success in raising standards at the end of a Key Stage.</li> <li>● High expectations and standards of achievement and behaviour.</li> <li>● Good knowledge of the New National Curriculum.</li> <li>● Thorough understanding of safeguarding children.</li> <li>● Ability to use ICT to develop children's learning.</li> <li>● A strong and effective teacher.</li> <li>● An ability to undertake the responsibility of the day to day management of the school, in the absence of the Principal.</li> <li>● Strong awareness of current educational research and effective curriculum planning</li> </ul>	<ul style="list-style-type: none"> <li>● Success in teaching across the whole primary range.</li> <li>● Experience of leading Staff development/training.</li> <li>● Experience as a School Leadership Team member.</li> <li>● Experience as a team leader in the performance management of staff.</li> <li>● Experience in the line management of staff.</li> <li>● Proven successful experience of leadership within a primary school.</li> <li>● Detailed knowledge of Health and Safety requirements in schools.</li> <li>● Experience in monitoring and evaluating curriculum delivery.</li> <li>● Experience of budget management.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>● An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.</li> <li>● An understanding of the need for confidentiality.</li> <li>● An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary.</li> <li>● A commitment to MAC-wide Developmental opportunities and</li> </ul>	

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	<p>working.</p> <ul style="list-style-type: none"> <li>● Proven effective communicator with parents.</li> </ul>	
<b>Other attributes</b>	<ul style="list-style-type: none"> <li>● Positive attitude to teaching and leadership roles and all aspects of school life.</li> <li>● Be proactive in areas of responsibility and have an awareness of whole school issues.</li> <li>● A commitment to school improvement and MAC improvement and to developing their own professional skills.</li> <li>● A willingness to take on appropriate delegated tasks relevant to the post.</li> <li>● Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times.</li> <li>● A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children.</li> <li>● Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan.</li> </ul>	<ul style="list-style-type: none"> <li>● Practising Catholic and previous experience of working in a Catholic School.</li> </ul>
<b>Health and Appearance</b>	<ul style="list-style-type: none"> <li>● A proven good attendance record.</li> <li>● Smart appearance.</li> </ul>	

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