

**Post:** Lead Teacher  
**Pay Range:** MPS or UPS depending on experience. An additional payment of a TLR2 to be made whilst the teacher holds these responsibilities.  
**Responsible to:** Headteacher

Shalford is looking to appoint a Lead Teacher to work across the school. This post will be held in addition to full classroom teacher responsibilities. The successful candidate will need to be calm, flexible and an excellent communicator towards all stakeholders in the community, including parents, children and colleagues. They will receive support and training from the Headteacher and SENCo.

The successful candidate will need to demonstrate consistently high standards of teaching and experience of having an impact on whole school outcomes beyond their classroom. They will have professional experience of supporting colleagues, including mentoring or coaching where appropriate. They will be able to work well as part of a team and be able to manage their time to a high standard.

If you have any queries regarding the role please contact Tim Arding, Head Teacher by emailing [shalford@compassps.uk](mailto:shalford@compassps.uk).

## **Job Description**

### **Core Purpose:**

The core purpose of this role is to provide professional leadership to the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work, working closely with and supporting the school as necessary when the Headteacher is off-site.

To achieve success, the Lead Teacher will:

- Work collaboratively with the Headteacher and other relevant personnel both within the school and across the Trust.
- Provide excellent leadership and clear direction at all times reinforcing the Trust's and school's vision and being an exemplar of its values.
- Follow and aim to meet the highest standards of leadership aspirations and dispositions as laid out by the Trust.
- Together with the Headteacher, ensure that all safeguarding measures are in place.
- Promote excellence, equality and equity and set high expectations of all pupils and staff in line with Trust expectations
- With the headteacher, evaluate school performance and identify priorities for continuous improvement, producing reports as directed for the headteacher, governors or other audiences as required.
- In conjunction with, and as delegated by the headteacher, carry out day-to-day management, organisation and administration of the school.

- With the headteacher, secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships.
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils in line with the expectations of the trust.
- Plan, teach and assess lessons or sessions as required in order to meet the school's educational aims and goals.

### **Key responsibilities:**

- The Lead Teacher acts as the main point of contact for teachers, support staff, parents and the local community whilst the Head Teacher is off-site.
- They support the Head Teacher in providing vision, leadership and direction for the school. They will participate in constructing and delivering the strategies that will be applied to continue the school's development.
- In partnership with the Head Teacher, they share responsibility for raising attainment and improving teaching and learning across the school.
- They consistently model best practise in the classroom and offer appropriate guidance and support for colleagues when appropriate. They promote high expectations in the learning environment across the school.
- They act as the main point of contact for colleagues when managing behaviour incidents when the Head Teacher is off-site. They ensure appropriate outcomes to these incidents are recorded and delivered, including communicating with parents and carers. Where appropriate, they will act within a hierarchy of behaviour management underneath the Head Teacher to ensure best practise occurs within the school.
- They will support operational leadership in the Head Teacher's absence, including leading assemblies, supervising the gate at the start and end of the day and managing the school playground as outlined in the daily rotas.
- They will liaise with parents and carers to ensure an effective point of communication is available on a day-to-day basis.
- Maintain a consistent and continuous focus on pupils' achievement and attainment across the curriculum, making sure that assessment for learning is highly effective throughout the school and that all teachers use data – qualitative and quantitative, agreed best pedagogical practice and CPD to bring about further improvements in achievement and personal development.
- Create and establish a culture and ethos of challenge, inclusion and support where all pupils (and especially those in disadvantaged groups) can achieve success and be fully engaged and resilient in their learning through positive learning behaviours.

- To lead on areas of Continuing Professional Development for colleagues, including leading Professional Development Meetings where appropriate.
- To undertake all responsibilities outlined within their class teacher job description.
- To act as a Deputy Designated Safeguarding Lead within the school promoting the welfare of children and following all Child Protection procedures adopted by the school and Local Authority.
- Regularly review own practise, set personal targets and take responsibility for their own development, seeking advice and support from other leaders.
- Execute agreed strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the school's/Trust's ethos and values. Support staff wellbeing including positive mental health, signposting where necessary.
- In conjunction with the headteacher, create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- In conjunction with the headteacher, seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect children.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

### Person Specification

Criteria	Essential	Desirable
Qualifications	QTS Evidence of continuing professional development	

<b>Experience</b>	<p>Experience of curriculum leadership</p> <p>Proven experience of leading staff development</p> <p>Experience of successful teaching</p> <p>Experience of leading by example and providing inspiration and motivation to others</p>	
<b>Knowledge</b>	<p>Good understanding of the Primary Curriculum</p> <p>Good understanding of assessment for learning</p>	<p>Ability to demonstrate sustained impact on school improvement outside of the classroom.</p>
<b>Skills</b>	<p>Ability to work as part with the Headteacher and to take responsibility for securing improvement</p> <p>Ability to plan, prioritise and meet deadlines</p> <p>Ability to analyse progress against clear success criteria</p> <p>Ability to lead and inspire others</p> <p>Excellent behaviour management skills</p>	<p>Ability to use ICT for data analysis</p> <p>Excellent, high level ICT skills</p>
<b>Personal attributes</b>	<p>Show initiative and flexibility</p> <p>Passionate about inclusion and ensuring equality of opportunity for all children</p> <p>Ability to develop and maintain effective relationships with all members of the school community</p> <p>Well developed oral and written communication skills</p> <p>Ability to innovate, find solutions, make effective plans and evaluate success</p>	<p>Experience of mentoring or coaching</p> <p>High level of emotional literacy</p> <p>Well organised, calm confident and positive</p>