



Job Description Lead Teacher

Job title: Lead Teacher

Grade: MPS / UPS + TLR 2

Job Purpose: To assist the Deputy/Assistant Headteacher in leading and managing either the lower or upper years of KS2 and lead a subject across the school.

Responsible to: The Deputy/Assistant Headteacher

Overall Leadership and Management Responsibilities

- Lead by example.
- In accordance with the school monitoring and evaluation schedule and in collaboration with the senior leadership team, evaluate and report on the effectiveness of practice in the school, suggesting areas and issues for further improvement, sharing responsibility for the drafting and implementation of aspects of the School Improvement Plan.
- Lead initiatives aimed at improving the quality of teaching and learning as outlined in the School Improvement Plan.
- Make a contribution to the school's continuing professional development programme in line with the requirements of the School Improvement Plan.
- Support the development of excellent learning and teaching through informal coaching processes, ensuring that proper standards of professional performance are established and maintained.
- Assist the Headteacher in promoting effective relationships with persons and bodies outside the school.
- Advise and assist, when required, the Governing Body of the school in the exercise of their functions, including attending meetings of the governing body and making such reports to them as they may properly require.

Pupils

- Assist the Headteacher in ensuring, through example, that the spiritual, moral, social and cultural development of pupils is given a high priority.
- Assist the Headteacher in ensuring that pupils are given a positive welcome to the school and are able to experience a sense of worth and dignity.
- Assist members of the Senior Leadership Team in determining, in accordance with any written statement of general principles provided by the governing body, measures to be taken in order to promote outstanding behaviour for learning and ensuring all members of the school community know and understand these measures.
- Assist the Headteacher in ensuring the maintenance of good order and discipline at all times during the school day when pupils are present on the school premises and whenever the pupils are engaged in authorised school activities, whether on the school premises or elsewhere.
- Assist the Headteacher in ensuring that the school behaviour policy is administered in a fair and proportionate manner, and that statutory and advisory procedures are implemented in respect of all exclusions.
- Assist the Headteacher in ensuring the implementation of a policy for the pastoral care of pupils.

To support, as necessary, the Deputy/Assistant Headteacher in carrying out their duties in either the lower or upper years of KS2 to:

- Ensure an experience that develops confident, independent, successful learners, encouraging pupils to enjoy their learning through a variety of experiences and by fostering high expectations and a regard for their achievement and attainment.
- In consultation with other members of the Senior Leadership Team, develop and implement learning strategies that foster high quality outcomes through the development of excellent learning habits.

- Ensure the timetable is appropriate so children get the best possible curriculum experience.
- Provide an appropriate learning environment for all pupils where the organization of resources and materials facilitates individual learning needs whilst paying due regard to the health and well-being of members of the school community.
- Ensure that the progress of pupils is monitored and recorded and that standards are always judged to be at least good and frequently outstanding.
- Assist the Inclusion Manager in giving clear emphasis and importance in planning and provision for pupils who are gifted and talented or who have an individual learning or behavioural need.
- Assist the Headteacher in providing continuity of learning as pupils pass from one key stage to another and through the school
- Ensure that teachers at school receive information they need in order to carry out their professional duties effectively.
- Assist the Headteacher in working in partnership with parents in the best interest of their children and ensuring that parents feel they are an important part of the School community.
- Assist the Headteacher in making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting school, so as to promote common understanding of its aims.
- Be responsible for the reporting schedule and report formats; establish quality assurance systems to ensure that the work of teaching staff and clerical staff is accurate.

Lead a subject area to be agreed with the Headteacher

- Work with colleagues to formulate aims and objectives for the area which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- To liaise with members of the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the school's strategic objectives.
- Lead the development of appropriate long and medium term plans, resources, marking policies, assessment and teaching strategies in the subject area.
- Lead the day-to-day management, control and operation of the curriculum.
- Assist in monitoring and following up student progress.
- Keep up to date with national developments in the subject area's teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Lead extra-curricular activities in the curriculum area.

General duties

- Carry out the duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document having due regard for the school's aims and principles.
- Share in the corporate responsibility for the well-being and discipline of all pupils.
- Regularly review own practice, set personal targets and take responsibility for your own professional development.
- Play a full part in the life of the school community.

Other:

- The Headteacher may require the post holder to perform any reasonable duty within their professional capability.

This job description may be amended by the Headteacher, through negotiation with the post holder at any time.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.



Person Specification Lead Teacher

In completing your personal statement, please ensure you address all of the essential criteria given below together with any of the desirable criteria you are able to address. The person specification will be used for short listing.

Evidence:

- AF Application Form
- C Certificates
- I Interview
- R References
- D Disclosure

| Essential | Desirable | Evidence |
|--|--|----------|
| Qualifications | | |
| Qualified teacher status | | AF/C |
| Degree or equivalent | | AF/C |
| | Further relevant qualifications/study | AF/C/R |
| Experience and knowledge | | |
| | A minimum of 2 years of experience at middle leadership level | AF/I/R |
| Teaching across the upper primary age range and in particular experience of teaching in Key Stage 2 | Experience of working with children with special educational needs. | AF/I/R |
| Experience of successful curriculum leadership including monitoring, evaluating, target setting and raising standards | | AF/I/R |
| | Experience of teaching in a multi-cultural environment | AF/I/R |
| Up-to date knowledge and awareness of current educational initiatives, issues and trends including the National Curriculum and national assessment at the end of KS2 | Experience of teaching pupils for whom English is not their first language | AF/I/R |
| Experience of having initiated and successfully managed change | | AF/I/R |

| Skills | | |
|---|---|--------|
| An excellent classroom practitioner with high expectations and aspirations for children's achievement and behaviour | | AF/I/R |
| | Able to analyse and interpret data, identify trends and develop and deliver appropriate support and intervention strategies for improvement | AF/I |
| | A good understanding of school self-evaluation and improvement planning | AF/I/R |
| Competent in the use of ICT both as a teaching and management tool | | AF/R |
| Communicates well orally and in writing at all levels | | AF/I |
| Able to plan, organise and prioritise. | | AF/I/R |
| | Proven leadership qualities to motivate and inspire others including ability to develop leadership skills in others | AF/I/R |
| Personal attributes | | |
| Passionate about the learning of children and colleagues | Embraces change well | AF/I/R |
| Ability to work as part of a team | | AF/I/R |
| Ability to deal with difficult situations effectively | | AF/I/R |
| Evidence of being able to build and sustain effective working relationships with staff and parents | Evidence of being able to build and sustain effective working relationships with governors and the wider community inspiring all members of the community to do their very best | AF/I/R |
| Willing to lead extracurricular activities | | AF/I/R |
| Special requirements | | |
| Ability to form and maintain appropriate relationships and personal boundaries with children | | AF/I/D |
| Suitability to work with children | | AF/I/D |