**Phase leader post – Upper Key Stage 2 / Core Subject Leader**

An exciting opportunity has arisen for a phase leader to join our school. This role provides the opportunity to make a real difference and ensure that pupil outcomes and aspirations are maximised.

Join this fantastic team always striving to make Kingsway the best place to be for our pupils. If you want to make a difference to the lives of amazing children and contribute to a thriving, supportive community, then Kingsway is the place for you.

We are looking to appoint an excellent teacher, who is also an ambitious leader and able to inspire, develop and hold to account teachers, as well as ultimately having the best interest of pupils and learning at heart.

This role involves at 0.8 teaching commitment.

We are looking for a candidate who is able to:

* Take overall responsibility for the quality and standards of teaching and learning across a key stage this is to include providing analysis and reports to the Headteacher or governors as required.
* Provide leadership across the school in ensuring that the curriculum is delivered to a high standard in a core subject.
* Ensure the effective transition and progress of pupils between phases.
* Make a significant contribution to the school’s leadership tasks as a member of the Senior Leadership Team

The Governors and staff of Kingsway Junior School are committed to safeguarding and promoting the welfare of children, young people and adults. All appointments made will be subject to satisfactory references, medical and DBS clearance. Please note applicants may be called earlier to interview.

**Important Information for Applicants**

Visits: Visits to the school will be warmly welcomed. Please contact [admin@kingswayjm.herts.sch.uk](mailto:admin@kingswayjm.herts.sch.uk) to arrange a mutually convenient time.

Closing Date: 25th April 2025 at 12pm

Interview: Tuesday 29th April 2025

**Salary**

**Salary: Main or upper pay scale (London Fringe) + TLR (4000)**

**Job Description and Person Specification**

**Main duties would include: (please read in conjunction with the person specification)**

All teachers work within the statutory conditions of employment set out in the current School Teachers’ Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required. They are the additional duties of a teacher in receipt of a teaching and learning responsibility payment.

**Key Areas of Responsibility:-**

* Strategic development of the school
* Take personal, professional and collective responsibility for the school’s development and relevant action plans
* Support the implementation of agreed school policies
* Monitor ‘influence’ and ‘evaluate’ impact in a variety of different ways
* Encourage, support and direct teacher led development
* Effectively manage a team of teachers and learning support assistants
* Develop, enhance and extend the quality of
  + Teaching
  + Learning
  + Curriculum
  + Learning environment
* Work with external partners
* Responsibility for relevant aspect of pupils’ assessment
* Responsibility for relevant aspect of pupils’ spiritual, moral, social and cultural development, personal development and behaviour and attitudes.

**MAIN ACTIVITIES**

**Class teacher**

* Implement agreed school policies and guidelines.
* Support initiatives decided by the headteacher and staff.
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks/having the highest expectation of every child, believing that every learner has unlimited potential for development.
* Plan and deliver the curriculum within the framework of present school policies, both in short and long term planning structures.
* Set clear targets, based on prior attainment, for pupils’ learning;
* Plan and resource a classroom which will encourage the development of all aspects of children’s learning. In particular to encourage children independent use of resources and involvement in their learning.
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
* Monitor children’s progress, keep records and evaluate children’s achievements. To set children high standards in the content and presentation of their work.
* Establish and maintain good relationships with colleagues, working as part of a team in all aspect of school development.
* Maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy.
* Work in partnership with parents/carers in providing a quality education experience for all the children and report to parents on the development, progress and attainment of pupils.
* Participate in meetings which relate to the school’s management, curriculum, administration or organisation.
* Communicate and co-operate with specialists from outside agencies.
* Lead, organise and direct support staff within the classroom.
* Lead a core curriculum area (see additional responsibilities below)
* Participate in the performance management system for the appraisal of their own performance & that of other teachers.

**ADDITIONAL RESPONSIBILITIES**

**Core Curriculum Leader**

In addition to your responsibilities outlined in the Class Teacher job description above, within your core curriculum area you will also:

* Keep abreast of curriculum developments, ensuring you disseminate, support and monitor best practice across the school
* Coach and mentor staff through a programme of whole school, phase and individual professional development as needed
* Monitor and evaluate the quality of education, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
* Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure
* Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
* Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans

**Leadership and Management**

**Duties and responsibilities:**

* Leading the programme of continuous professional development and evaluating and

reporting on its impact on the quality teaching and learning.

* Supporting the SLT in monitoring the Performance Management policy, procedures and outcomes for all staff in the school.
* Supporting teachers who are experiencing difficulties.
* Ensure that behaviour in and around the curriculum area is conducive for learning and responsible for managing the behaviour of pupils in their Key Stage and whole school.
* Working with the SLT to ensure that staff development needs are identified within the group for whom the post-holder is responsible and that appropriate programmes are designed to meet such needs.
* Being responsible for the day-to-day management of staff within the designated area and acting as a positive role model.
* Liaise with Local Authority Consultants and Advisors.
* Attend weekly SLT meetings as a member of this team.
* Liaise and work with parents and carers on how to support their child e.g. through parent evenings
* Inform whole school planning and ensure that year team planning supports the aims and objectives of the school and meets the needs of all pupils.
* Actively participate in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils.
* Contribute to the school self-evaluation process, identifying areas for development in the year group, liaising with subject leaders as required and incorporating the outcomes in planning.
* Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise. Lead on the management of year group routine
* Ensure personal professional development, being up-to-date in national and local developments, contributing to school networks and clusters and keeping others informed.
* Provide leadership across the school in ensuring that the curriculum is delivered to a high standard in a subject area.
* Carry out a lunch duty every week

**Special Conditions of Service**

The post holder will be required to have a clear DBS check.

**Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

**Applying**

**Context**

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

* provide a role model for professional practice in the school
* make a distinctive contribution compared with other teachers
* Contribute effectively to the wider team.

**Review of duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the headteacher, be changed.

**PERSON SPECIFICATION - OUTSTANDING TEACHER & CORE SUBJECT LEADER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications, Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| Qualified Teacher Status | 🗸 |  | Application |
| NPQSLT |  | 🗸 | Application |
| Be an excellent classroom practitioner | 🗸 |  | Application and Interview |
| Evidence of ongoing Continuing Professional Development | 🗸 |  | Application and Interview |
| Ability to work with parents and other agencies | 🗸 |  | Application and Interview |
| Ability to work as part of various teams | 🗸 |  | Application and Interview |
| Excellent inter-personal skills | 🗸 |  | Application and Interview |
| Ability to lead, support and develop other members of staff, including through performance management | 🗸 |  | Application and Interview |
| Excellent communication skills, to communicate with a variety of different audiences for a variety of purposes | 🗸 |  | Application and Interview |
| Designated Child Protection Officer Training |  | 🗸 | Application |
| **Knowledge** |  |  |  |
| Know how children learn and how progress can be accelerated | 🗸 |  | Application and Interview |
| Knowledge and practice of the National Curriculum and SEN Code of Practice | 🗸 |  | Application and Interview |
| A clear understanding of positive behaviour management strategies and experience of implementing these. | 🗸 |  | Application and Interview |
| Clear understanding of high quality teaching and learning | 🗸 |  | Application and Interview |
| Awareness and knowledge of safeguarding best practice | 🗸 |  | Application and Interview |
| A clear understanding of equal opportunities | 🗸 |  | Application |
| **Experience** |  |  |  |
| Experience of teaching in a range of classes in KS1 and/or KS2 | 🗸 |  | Application and Interview |
| Experience teaching Year 5 and 6 |  | 🗸 | Application and Interview |
| Experience of leading a subject, year or Key Stage |  | 🗸 | Application and Interview |
| Experience of effective assessment including analysing assessment/performance data. | 🗸 |  | Application and Interview |
| Experience of Child Protection referrals and multi-agency interventions. |  | 🗸 | Application and Interview |
| Experience as working as part of the school’s Middle leadership team |  | 🗸 | Application |
| Ability to provide professional leadership and the management of a small team and contribute to the work of other teams to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils across the school. |  | 🗸 |  |
| All post-holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well y**o**u meet the requirements of the person specification. | | | |