

WEBHEATH ACADEMY Primary School

Personal Specification for the post of Phase Leader

	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent professional development • Evidence of Enhanced CRB clearance 	<ul style="list-style-type: none"> • 4 years full time teaching experience • NPQ Leading from the Middle or similar
Experience and Skills	<ul style="list-style-type: none"> • High level of expertise in teaching and learning including phase assessment • A working knowledge of strategies and techniques for raising pupil attainment generally including different groups of pupils (such as SEND or FSM) • Active involvement in the development of school policies • Experience of a range of summative and formative assessment procedures 	<ul style="list-style-type: none"> • Experience of allocating and managing a budget • Experience of leading and managing within a school including subject leadership • Experience in use of National and school data (MIS)
Professional Development	<ul style="list-style-type: none"> • Active involvement in recent and relevant CPD • Recent CPD in Maths Mastery approach and CPA 	<ul style="list-style-type: none"> • Training in leadership and management issues and skills • Maths Mastery training through Maths hub
Planning	<ul style="list-style-type: none"> • Knowledge and experience of school development planning 	<ul style="list-style-type: none"> • Strategic management skills
Data Analysis	<ul style="list-style-type: none"> • Experience of target setting 	<ul style="list-style-type: none"> • Ability to analyse, interpret and act on a range of data including test data
Improving learning and teaching in a core subjects and across the wider curriculum	<ul style="list-style-type: none"> • An excellent classroom practitioner able to lead by example • Knowledge and experience of a range of teaching and learning styles which reflect structured sequences of learning to include cross curricular and skills focused learning. • Ability to coach and mentor • Clear understanding and commitment to safeguarding procedures. • Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues. • Proven impact on wider curriculum 	<ul style="list-style-type: none"> • Experience of organising/delivering teacher or support staff training • Experience of having impact on mathematics teaching and learning • Experience of undertaking performance management • Experience of supporting whole school behaviour management • Experience of observing and evaluating the quality of learning and teaching.
Working with people	<ul style="list-style-type: none"> • Strong interpersonal skills: ability to lead, motivate, challenge and inspire colleagues and give feedback in a supportive manner • Able to build team capacity • Able to establish credibility with all staff 	<ul style="list-style-type: none"> • Experience of working with other agencies or organisations • Experience of supporting others in their abilities to

	<ul style="list-style-type: none"> • Able to establish positive relationships with parents, carers and governors 	work with and across partnerships
Resources Management	<ul style="list-style-type: none"> • Proven ability to maximise resources 	<ul style="list-style-type: none"> • Able to maximise potential of all staff • Knowledge and understanding of management procedures • Experience of matching budget to need and planning effectively for this for best impact
Knowledge of education	<ul style="list-style-type: none"> • Excellent understanding of how children learn. • Able to articulate thinking around current educational issues. 	<ul style="list-style-type: none"> • Experience of wider reading and educational issues Key skills, qualities and attributes • Experience of using research to drive current practice
Key skills, qualities and attributes	<ul style="list-style-type: none"> • High expectations and a commitment to raising standards of attainment • Commitment to equal opportunities and equal value for students and colleagues • Resilient, cheerful and positive • Able to embrace change and help others to manage the change process • Good organisational and personal management skills • Able to work effectively as part of teams at all levels • Commitment to safeguarding procedures • Able to work calmly under pressure and manage time effectively. • Relishes challenge and perform efficiently in this significant key role. • Able to work independently and proactively 	