

Phase Leader Recruitment Pack

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About the Job

Location	Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN
Title of post	Phase Leader initially Foundation Stage
Grade	Main/ UPS Scale plus TLR2a
Weeks	Full Time
Responsible to	Principal/Vice Principal/Assistant Principal
Responsible for	Specified teachers and support staff within the phase.
Liaising with (working relationships)	Principal, senior leaders, teachers and support staff, trustees, external agencies and parents.
Disclosure level	Enhanced
Required from	ASAP

Job Purpose

To contribute to the continuing development of an academy where everyone matters and everyone succeeds through promotion of community, learning and creativity in harmony.

Play an active role in the Academy's Senior Leadership Team on a strategic and operational level.

Be responsible for leading and co-ordinating curriculum development, planning, teaching and learning within our foundation stage provision.

Be responsible for leading a designated subject within the school.

Carry out the duties of a class teacher to a high standard.

To line manage and performance manage identified staff.

To assist in the smooth running of the academy at all times, including being responsible with the other Phase Leaders for the academy in the absence of the Principal, Vice Principal and Assistant Principal

Role Description – Phase Leader

MAIN /CORE DUTIES	<ul style="list-style-type: none"> • Undertake an appropriate programme of teaching in accordance with the duties of a standard teacher as outlined in the Teacher Standards. • Represent the views and interests of the phase to senior leaders and contribute to the leadership responsibility for: <ul style="list-style-type: none"> ○ Academy self-evaluation ○ Academy improvement planning ○ Development of Academy policies and procedures ○ Annual whole Academy budgeting and reviews ○ Staff deployment and development across the Academy • Contribute to academy activities such as parents' evenings, parental workshops and liaison with the local community. • Actively monitor the progress of pupils in the phase • Lead by example, promoting good classroom organisation and management and be pro-active in new initiatives and curriculum development
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	<ul style="list-style-type: none"> • Ensure good working relationships and encourage good working practices to lead and motivate all staff in the phase • To act as an appraiser as part of the performance management cycle to support the professional development of all staff in the phase
OPERATIONAL/STRATEGIC PLANNING	<ul style="list-style-type: none"> • To support staff to ensure all pupils make the relevant progress • To analyse and interpret relevant data, research and other sources to inform practice • To report to the Principal, senior leaders and trustees on the effectiveness of strategies to improve pupil performance, within the phase
SERVICE PROVISION	<ul style="list-style-type: none"> • Be responsible for implementing the ambitious curriculum for all subjects across the phase • Take a lead role in the development, implementation and review of a curriculum area • Be responsible for leading on the upkeep of communal areas and displays • Liaise closely with other phase leaders to ensure consistency and progression across key stages • Support and develop staff to ensure high quality teaching and learning in all curriculum areas across the phase • Ensure a rich and stimulating environment for children through the development and maintenance of appropriate resources across the phase • Implement, monitor and analyse all statutory and school based assessments
SERVICE DEVELOPMENT	<ul style="list-style-type: none"> • To support and guide staff to develop the most effective teaching approaches for pupils • Promoting the academy's priorities to support children to work independently and learn more effectively • To network and establish links with external partners in order to develop an ambitious curriculum for all pupils • Take a leading role in modelling and supporting behaviour management
STAFFING & STAFFING DEVELOPMENT	<ul style="list-style-type: none"> • Advise, contribute and co-ordinate the professional development of staff • Lead INSET, staff and phase meetings within the academy • Support trainee and early career teachers • To conduct performance management reviews for staff within the phase • When directed, conduct return to work interviews for staff within the phase • To support with the induction/mentoring of staff • To lead and facilitate meetings • Identify staff CPD and provide appropriate support • To promote the academy values as part of everyday life
RECRUITMENT/DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> • To deploy support staff effectively • To monitor the impact and effectiveness support staff • Take a lead role in the induction of new members of staff and pupils in the phase
QUALITY ASSURANCE	<ul style="list-style-type: none"> • Monitor and evaluate the effectiveness of teaching and learning within the phase • Monitor pupil progress and attainment in the phase • To analyse and interpret relevant data, research and other sources to inform practice

MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Report to senior leaders on standards in the phase and attend trustee meetings as requested • Produce reports for relevant stakeholders • Advise the Principal and senior leaders on pupil progress and the effectiveness of the teaching and learning within the phase, report to trustees as required • Ensure appropriate records are developed and maintained
COMMUNICATIONS	<ul style="list-style-type: none"> • Forge positive professional relationships and work with parents in the best interests of our pupils • Contribute to the development of effective links with the community • To ensure that all communications demonstrate the values of the academy • Use academy systems to communicate effectively with all stakeholders
MARKETING & LIAISON	<ul style="list-style-type: none"> • Take part in events for parents/wider community that promote the academy • In order to make a positive contribution to the wider life of the school, liaise with schools and relevant external agencies • Utilise the academy's tools for communication such as the website and social media to promote the continuing work of the academy
MANAGEMENT OF RESOURCES (OTHER THAN PEOPLE)	<ul style="list-style-type: none"> • Identify and advise on the staffing and resource requirements to meet the needs of all pupils • Organise and co-ordinate the deployment of learning resources and monitor their impact and effectiveness
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Play a full part in the life of the academy community, supporting its vision and values • Actively promote the academy's policies. • Comply with the academy's health and safety policy and undertake risk assessments as appropriate • Follow the academy's safeguarding policy and procedures and support staff to be compliant in their roles
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • To contribute to the overall vision of the academy • To carry out all duties in an effective and efficient manner • To be responsible and proactive in your professional development • To conduct performance management reviews for staff within the phase in accordance with the academy's performance management policy • To carry out any other reasonable duties as requested by the academy • Line management of staff within the phase
GENERAL STATEMENT	<ul style="list-style-type: none"> • This job description sets out the main duties and responsibilities of this post at the time of writing. This is not an exhaustive list. However, in consultation with you, it may be changed to reflect or anticipate changes in the job. This is commensurate with the grade and job title subject to the Principal's approval.
SAFEGUARDING	<ul style="list-style-type: none"> • The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

Person Specification

Category	Criteria	Essential/ Desirable	Source A-Application C-Certificates I-Interview R-References T-Task/ Observation P-Presentation
Qualifications	<ul style="list-style-type: none"> Qualified teacher status or recognised equivalent 	E	A
Experience	<ul style="list-style-type: none"> Experience of teaching across a variety of age ranges relevant to the post 	E	A I
	<ul style="list-style-type: none"> Recent experience of successfully coordinating or leading a year group/phase 	D	A I R
	<ul style="list-style-type: none"> Experience of leading and developing a curriculum area 	E	A I R
Knowledge and Understanding	<ul style="list-style-type: none"> A clear understanding of the essential qualities necessary for improving the quality of teaching and learning 	E	A I R
	<ul style="list-style-type: none"> In depth subject knowledge of the curriculum 	E	A I R
	<ul style="list-style-type: none"> Up to date knowledge of statutory regulations and guidance relating to the post 	E	A I
	<ul style="list-style-type: none"> Up to date knowledge of the latest technology effective for teaching, learning and communication 	E	A I
Skills, Abilities and Competencies	<ul style="list-style-type: none"> Demonstrate consistently high-quality teaching and learning 	E	A I T
	<ul style="list-style-type: none"> Support, motivate and empower colleagues and pupils 	E	A I T
	<ul style="list-style-type: none"> Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate) 	E	A I T
	<ul style="list-style-type: none"> Manage a team to successfully achieve agreed goals 	E	I
	<ul style="list-style-type: none"> Develop and deliver effective professional development for staff 	E	A I T
	<ul style="list-style-type: none"> Be an effective team player who works collaboratively and effectively with others 	E	A I R
	<ul style="list-style-type: none"> Analyse phase data to evaluate the performance and achievement of pupils and be able to plan appropriate course/s of action for improvement 	E	A I T
	<ul style="list-style-type: none"> Contribute effectively to the work of the Principal and the senior leadership team 	E	A I R
	<ul style="list-style-type: none"> Deal successfully with situations that may include challenge and conflict resolution 	E	A I
Commitment	<ul style="list-style-type: none"> equalities 	E	A I
	<ul style="list-style-type: none"> promoting the academy's vision, values and ethos 	E	A I R
	<ul style="list-style-type: none"> high quality, stimulating learning environment 	E	A I R
	<ul style="list-style-type: none"> relating positively to and showing respect for all members of the academy and wider community 	E	A I R
	<ul style="list-style-type: none"> ongoing relevant professional self-development 	E	A I
	<ul style="list-style-type: none"> safeguarding and child protection 	E	A I R

Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The Academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during a school holiday

Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.

The academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.

The Academy is committed to safeguarding and promoting the welfare of children and young people. For further information, please see our child protection and safeguarding policy <https://www.hawes-side.co.uk/our-school/policies>

How to Apply

Application forms are available on our academy website www.hawes-side.co.uk/our-school/Work-With-Us
Visits to the academy are encouraged and warmly welcomed.

Please contact the academy on 01253 402541 to arrange a visit.

Please return your letter of interest together with your completed application form by email to admin@hawes-side.co.uk or by post to:

Mrs C. Boothroyd (Principal)
Hawes Side Academy
Johnsville Avenue
Blackpool
FY4 3LN

Closing date: Wednesday 1st March 2023 at 9am

Shortlisting: 1st – 3rd March 2023

Tasks/Observations/Interviews: week beginning 6th March 2023

We will not acknowledge receipt of your application. If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown in this vacancy.

Hawes Side Academy

Job Applicant Privacy Notice

(How we use job applicant information)

As part of any recruitment process, the academy collects and processes personal data relating to job applicants. The academy is committed to being transparent about how it collects and uses data to meet its data protection obligations.

What information does the academy collect?

The academy collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- If you have a disability the academy needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK

The academy will undertake a social media check, which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

The academy will collect this information in a variety of ways, e.g., possible data in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The academy will collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the academy process personal data?

The academy needs to process your data before entering into a contract with you. We will inform you of our actions prior to this process beginning.

In some cases, the academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The academy may also need to process data from job applicants to respond to and defend against legal claims.

The academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a

disability. The academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children, the academy is obliged to seek information about criminal convictions and offences. Where the academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

The academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. The academy will not transfer your data outside the European Economic Area.

How does the academy protect data?

The academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the academy keep data?

If your application for employment is unsuccessful, the academy will hold your data on file for one month after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy record management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request
- Require the academy to change incorrect or incomplete data
- Require the academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the academy is relying on its legitimate interests as the legal ground for processing

The academy will also undertake a social media check, processing of which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR).

If you would like to exercise any of these rights, please contact the academy.

If you believe that the academy has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the academy during the recruitment process. However, if you do not provide the information, the academy may not be able to process your application properly or at all.