



Job Description

Post: Senior Leader and EYFS/KS1 Class Teacher

Line Manager: Headteacher

Overall job purpose

In addition to classroom responsibilities, the Senior Leader will be a member of the school's leadership team and take full part in the decision making and effective running of the school.

Key functions as the Senior Leader

Vision and leadership

- To share, articulate and promote the school's vision for the curriculum, values, behaviour and personal development.
- In conjunction with the Headteacher to support in the planning, monitoring and evaluation process of school priorities in the School Improvement Plan.

Leadership and management

- To inspire, motivate and influence staff and children to ensure a high quality of education for all.
- Demonstrate the school vision in your everyday work and practice.
- To ensure the overall efficient and effective operation of the school, particularly on days when the Headteacher is not on site.
- Motivate and work with others to create a shared culture and positive climate.
- To support the Headteacher to ensure that staff manage pupil behaviour effectively and positively according to the policies and procedures of the school.
- To support and develop the staff, in particular as part of the appraisal process, to enable staff to reach their potential and to access CPD both individually and as a team.
- To inspire, motivate and influence pupils to achieve their full potential.
- To monitor and support the well-being of children and their families.
- To focus on disadvantaged pupils to ensure that there are effective interventions to enable those students to achieve their potential.
- To promote good attendance by supporting the Headteacher in monitoring attendance and the implementation of the policy.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- To promote high standards of literacy, articulacy and the correct use of Standard English for staff and pupils.
- Support the Headteacher in developing and maintaining high morale, well-being and confidence amongst all staff and set an example of high professional standards and leadership.



The wider school community

- To encourage the involvement of parents, carers and the community in the life of the school.
- To support families with well-being and parenting skills.

Networking

- To collaborate with other leaders within the school, and with CSET, local and regional networks and clusters.

Subject Leadership

- To model good practice by demonstrating strong subject leadership
- To keep up to date with developments in the education field and in particular within subject specialisms

Teaching

- Foster high standards of learning and achievement across the curriculum for all pupils regardless of background, ethnicity, gender or disability.
- Ensure effective learning of whole classes, groups and individuals so that learning objectives are met, momentum and challenge are maintained, and best use is made of learning time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Actively engage with parents to encourage their involvement with their child's education.
- Plan and deliver a broad-based curriculum in line with the EYFS framework, National Curriculum and the school's policies.
- Create a stimulating, well-organised and purposeful learning environment, keeping classroom and shared areas tidy at all times.
- Encourage the good conduct and behaviour of the children both in the classroom and around school through the successful implementation of the school's behaviour policy.
- Actively reinforce the ethos within school, which positively encourages high expectations and self-esteem
- Demonstrate a strong commitment to your own professional development including your participation in the school's performance management system.
- Develop and maintain good relationships with pupils, parents, colleagues, and outside agencies.
- Implement the school's policies on assessment and record keeping; marking work, setting targets and reporting progress on pupil attainment.
- Take an active part in the school's system of self-review and development.
- Undertake basic administrative tasks required; to attend assemblies and meetings, and to carry out other duties as reasonably requested by the school.
- Be responsible for the leadership, development and improvement of a subject area (excluding NQTs)
- Use data to identify children at risk of not making progress and make adjustments to planning and intervention groups appropriately.
- Lead and deploy teaching assistants effectively to support pupil achievement.
- Have high expectations of all aspects of work.



Health and Safety

- To promote the safety and well-being of pupils.
- Be responsible for the day to day implementation of the Health and Safety Policy

Safeguarding

- To take on the responsibility of Deputy Designated Safeguarding Lead.
- Take a lead role in implementing the school safeguarding and child protection policies and procedures.
- Ensure that everyone working or volunteering with or for children understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
- Monitor CPOMS daily and respond immediately to concerns logged
- Work in collaboration with the Designated Safeguarding Lead.
- Liaise with the Designated Safeguarding Lead
- Attend current training as appropriate

Management of staff and resources

- To direct and supervise support staff and, where appropriate, other teachers.
- To contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- To deploy resources delegated to you.

Professional development

- To participate in arrangements for the appraisal and review of your own performance and where appropriate that of other teachers and support staff.
- To participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- To communicate effectively with pupils, staff, parents and carers.

Working with colleagues and other relevant professionals

- To collaborate and work with colleagues and other professionals within and beyond the school.

Special notes or conditions

- All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner.

Senior Leader - Person Specification

Qualification & Training	Essential	Desirable
Qualified Teacher Status	✓	
Evidence of commitment to relevant professional learning	✓	
Knowledge & Experience		
Experience of working in KS1 for more than 3 years	✓	
Experience of Subject Leadership	✓	
Successful experience of raising achievement	✓	
Successful experience of leading teams		✓
A thorough knowledge of current educational issues	✓	
A thorough knowledge of child protection procedures	✓	
Ability to use ICT effectively to support learning and to support whole school processes	✓	
Personal Qualities		
Passionately committed to inclusive education	✓	
Values driven and clear about the moral imperative of school leadership	✓	
Driven to secure school improvement	✓	
Evidence of strategic thinking and clarity of vision	✓	
Ability to plan, organise and delegate effectively	✓	
Ability to work effectively under pressure, to meet deadlines and pay attention to detail	✓	
Ability to both lead and participate in school self-review and monitoring activities	✓	
High expectation of self and others	✓	
A team player	✓	
Ability to lead change, to be creative and innovative	✓	
Ability to communicate skilfully, both verbally and in writing, to a wide range of audiences	✓	
Excellent presentation and public speaking skills	✓	
Collaborative, and able to build networks and learning communities	✓	
Ability to inspire and motivate staff and pupils	✓	
Reflective practitioner, able to adapt and respond to changing priorities	✓	
Ability to effectively line manage staff and get the best out of them	✓	
A positive role model to staff and pupils	✓	
Able to demonstrate suitability to work with children and young people	✓	
Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people	✓	
An open, warm and optimistic disposition, able to forge positive relationships	✓	
Resilient and flexible	✓	
The ability to keep things in perspective	✓	