

WESTFIELD COMMUNITY SCHOOL

JOB DESCRIPTION

NAME OF POSTHOLDER : _____

JOB TITLE : Senior Middle Leader for Upper Phase with responsibility for Key Stage 2 Inclusion

SALARY SCALE : Leadership Pay Scale, Point 3-7

STATUTORY CONDITIONS

You are required to carry out the duties of school teacher as set out in the current School Teachers' Pay and Conditions Document. Pay is made in accordance with the same document.

INTRODUCTION TO THE FOLLOWING SECTIONS

Within the above statutory conditions, you are required to carry out the following responsibilities in consultation with the Headteacher.

SECTION ONE: MANAGEMENT

Core Purpose:

To support the Assistant Headteacher in the leadership and management of the phase while maintaining excellence as a lead practitioner.

To co ordinate and manage inclusion across Key Stage 2

This role includes afternoon non-class-based time to fulfil leadership duties.

- 1.1 **Phase Leadership:** Deputise for the Upper Phase Leader including staff deployment, leading assemblies and conducting lunch duties as required. To monitor curriculum across the phase, liaising with foundation subject leads. Lead on secondary transition. Facilitate SATs access arrangements
- 1.2 **Strategic Management:** Determine school priorities and drive key elements of the school development plan. Participate in Senior Leadership Team (SLT) meetings when required
- 1.3 **Inclusion & SEND:** To be a model practioner for inclusion. Coordinate and monitor provision for Key Stage 2 pupil with additional needs. Analyse and act upon data and assessments for Key Stage 2 pupils. Work collaboratively as part of the Inclusion team
- 1.4 **Staff Development:** Work collaboratively with Middle Phase Senior Leader to drive whole school professional development of teaching and learning. Act as a PDR reviewer for support staff
- 1.5 **External Liaison:** Serve as a primary point of contact for Upper Phase parents. Liaise with external agencies and specialist providers

SECTION TWO: CURRICULUM

- 2.1 To be a lead practitioner you will have a sound knowledge and understanding of the Key Stage 2 curriculum and apply this through research-based pedagogy
- 2.2 To maintain the duties of a class teacher, delivering a creative and personalised curriculum that ensures all pupils make progress
- 2.3 Model inclusive classroom practice to ensure that all learners make progress from their starting points
- 2.4 To help develop and maintain a curriculum in line with the National Curriculum to meet the needs of individual children within your class
- 2.5 To work with other members of staff to ensure adaptive practices are in place
- 2.6 To monitor and evaluate the curriculum offered and assist in maintaining and reviewing appropriate planning, assessment, record keeping and reporting procedures
- 2.7 To ensure efficient use and maintenance of all teaching resources within your classroom area and working environment
- 2.8 To maintain good practice and implement changes in accordance with development in educational theory and practice
- 2.9 To maintain a good working environment within your classroom having particular emphasis on such aspects as organisation, lay-out, timing of sessions, activities and the ethos of the school

SECTION THREE: PASTORAL CARE

- 3.1 To maintain a system of rewards which is understood and appreciated by all concerned
- 3.2 To implement the schools positive behaviour management policy
- 3.3 To ensure the orderly commencement and end of session times having due regard for the health and safety of all pupils and others
- 3.4 To follow all school policy and procedures regarding safeguarding
- 3.5 To liaise with the pastoral team to meet the needs of pupils with individual support plans

SECTION FOUR: IN-SERVICE

- 4.1 To promote your own professional development by participation in appropriate professional learning
- 4.2 To ensure that colleagues receive feedback from in-service courses attended

SECTION FIVE: PARENT / CARER INVOLVEMENT

- 5.1 To report appropriately to parents / carers on the needs and progress of pupils, this will include multi agency meetings for pupils with additional needs
 - 5.2 To encourage, advise and where appropriate involve parents / carers in a pupils education
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SECTION SIX: ADDITIONAL NEEDS

6.1 To ensure all pupils access their full educational entitlement through inclusive planning and practice.

SECTION SEVEN: PERFORMANCE MANAGEMENT & STAFF DEVELOPMENT

7.1 To contribute to the agreed performance management process, including appraisal and staff development.

7.2 To meet all professional standards for teachers.

NOTES

REVIEW

This job description will be subject to an annual review in accordance with the Performance Management Cycle at the commencement of the next academic year.

Dated

Dated

Signed

Signed

Teacher

Headteacher

PERSON SPECIFICATION

	Essential	Desirable
TRAINING AND QUALIFICATIONS		
Qualified Teacher Status	✓	
Degree	✓	
Post-entry management qualification		✓
Recent participation in a range of INSET	✓	
Proven experience of teaching in KS2	✓	
EXPERIENCE		
Minimum of 3 years experience leading a team and managing staff	✓	
Experience of managing special educational needs and disability	✓	
Experience of working with multi-agency professionals	✓	
PHILOSOPHY, PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Detailed knowledge of the National Curriculum, pupil tracking and data analysis; understanding of school improvement strategies	✓	
Up to date knowledge and understanding of all welfare and safeguarding requirements	✓	
Knowledge and understanding of the SEND Code of practice	✓	
Understanding of SATs access arrangements and transition protocols		✓
Understanding of pupil's educational development	✓	
Up to date knowledge and understanding of the curriculum and assessment	✓	
To have recent experience of undertaking moderation of pupils' work	✓	
Knowledge of local and national policies and statutory frameworks	✓	
Effective teaching and learning strategies	✓	
PERSONAL SKILLS AND ATTRIBUTES		
Excellent communication skills	✓	
Excellent interpersonal skills	✓	
Stamina and resilience	✓	
Confidence	✓	
Strong organisational and record keeping abilities	✓	
Proven ability to moderate learning across the curriculum	✓	
High expectations for all learners	✓	
Ability to positively promote the school's "HOPE" vision	✓	

OTHER REQUIREMENTS		
Application should be completed in full	✓	
Letter (if required) should be clear and concise	✓	