****

KS2 Phase Leader Job Pack



**Class Teacher and**

**KS2 Phase Leader with**

**Curriculum Area**

**Salary: MPS/UPS (Outer London) Plus TLR**

**Contract: Permanent, Full Time**

**Start Date: September 2022**

***Welcome from the Head of School***

Thank you for your interest in joining Keston Primary School as a class teacher and phase leader. This is an exciting opportunity to be part of a great school with a dedicated and forward-thinking team.

As part of PACE Academy Trust, we work alongside four other schools with the mission to provide high quality education and care in a happy, inspiring environments, in which all children and adults are valued and encouraged to succeed. We work collaboratively as a trust on many key areas, with the flexibility and independence to innovate as a school.

We have keen and enthusiastic staff who embrace risk taking and new initiatives. The quality of teaching is high and staff are dedicated to raising standards in teaching and learning.

I would very much encourage you to visit the school, so you can have an informal discussion about the role and you can see for yourself the wonderful children we work with and all we have to offer. If you are unable to make a visit, I am happy to speak to you so you have a clear understanding of the specific context of our brilliant school, the expectations of this role and so you can get a real feel for Keston.

In your letter of application, please let your personality come through and make sure you let me know:

• why you would like to work at Keston Primary School

• what skills and experience you have which make you suitable for this post

• what you can bring to Keston to help us on our journey to achieve our school vision

I would also encourage you to explore our school website: [www.kestonprimary.org.uk](http://www.kestonprimary.org.uk) to find out more about us.

Please contact the school office at: [office@keston.croydon.sch.uk](mailto:office@keston.croydon.sch.uk) or telephone 01737 555103 to make an appointment or to arrange a call.

I look forward to hearing from you.

Helen Green

Head of School

***About our school***

 Keston is a two-form entry primary school located on the border of Croydon and Surrey. We are fortunate to have superb grounds with good facilities, both inside and outside. These include a swimming pool, outdoor classroom, running track, computing suite, a library, a dedicated music room, a pond and quad with a growing area.

As well as the main school, we have a Nursery, with its own outside learning area. Our school also prides itself on developing outdoor learning and global learning opportunities; core threads running through all aspects of our curriculum. We are extremely proud of the work that we have undertaken on our curriculum to ensure that the children get the very best provision. It has been created using Key Knowledge and Skills Progression Documents for each subject area.

The profile of Equality and Diversity at Keston is something that is really important to us as a school. We are working hard to ensure that our curriculum and school environment reflect the diverse world that we live in. The children at Keston feel heard and represented within our school and have played a big part in shaping the diverse learning environment that we have today.**** School Council members from Year 1 through to Year 6 have looked at our displays, books and communal areas to feedback their thoughts on Equality and Diversity.

Our library and book corners have a range of authors, cultures, family structures, genders and religions. Children have the opportunity to learn about people who are like them, and those who are not. When studying topics in the wider part of the curriculum, we ensure that all pupils are exposed to a range of influential people and historical events both from the past and present day.

As well as this, we have a focus language each week which we use when we greet the children and each other. It is essential that children’s learning is not limited to what they already know – we want help them develop into open-minded, accepting and cultured individuals who appreciate one another for their uniqueness.

***The Vacancy***

We are seeking to appoint a committed and skilled Phase Leader with responsibility for Key Stage 2 with some leadership experience. As leader of the phase, the successful candidate will be responsible in partnership with the Senior Leadership Team for formulating the aims and objectives of the school, particularly relating to Years 3, 4, 5 and 6.

The successful candidate will have experience of delivering consistently good classroom practice with a clear understanding of how children learn and develop. Your classroom skills will enable you to work collaboratively with others to inspire, develop and support others within the phase. You will have responsibility for monitoring standards and reviewing progress within the phase to ensure high standards and you will have curriculum expertise and confidence to lead a subject area.

As Phase Leader you will:

* Lead, inspire and motivate others.
* Be responsible for leading a team of teaching staff and additional support staff
* Oversee the day to day management of the phase
* Lead a curriculum area
* Support staff to meet the core aims and objectives of the school.
* Have excellent classroom practice with high expectations.
* Have a strong desire to improve your own practice and the practice of others in order to contribute to wider school improvement.

***We can offer you***

• Main pay scale/UPS and TLR (Outer London)

• Friendly and happy children who are keen to learn

• A school that is dedicated to developing every child to reach their full potential

• Collaborative working within our shared family of schools across our Trust

• A dedicated and friendly team of professionals who are keen to develop and learn together

• Release time

• Employee Assistance Package

***Application Details***

Thank you for your interest in the class teacher and phase leader position at Keston Primary School. Further details of this post are included in this pack and details of how to apply, can be found below.

***How to Apply***

Should you wish to apply for the post, please complete the application form and a personal statement of no more than two A4 sides through the Eteach website. The closing date for this post is 12 pm on Monday 16th May 2022.

***Interviews***

Interviews will be held on Friday 20th May 2022.

***Safeguarding***

Keston Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. Please be advised that this post is subject to an enhanced DBS check.

***Equality and Diversity***

In PACE Academy Trust we celebrate our diversity and promote equality. People from diverse backgrounds are encouraged to apply. Our full commitment to equality is set out on our website <https://www.paceacademytrust.com>

***Job Description – phase leader***

|  |  |
| --- | --- |
| **JOB TITLE** | Class teacher/Phase Leader |
| **RESPONSIBLE TO** | Headship Team |
| **GRADE** | Main or upper pay scale plus TLR |
| **MAIN PURPOSE OF THE ROLE** | In addition to carrying out the duties of a teacher, the Phase Leader will play a role in the distributed leadership and management of the school. |
| **TEACHING AND LEARNING** | * Set an example of excellence as a leading classroom practitioner within the phase, inspiring and motivating other staff. * Working closely with the SLT, sustain high expectations and excellent practice in teaching and learning throughout the phase, ensuring that learning through indoor and outdoor provision offers the very best opportunity for the pupils. * Motivate, challenge and support staff within the phase to enable them to achieve high standards. * Support the SLT in monitoring the quality of teaching and learning. * Monitor and review assessment data from class teachers within the phase before submission deadlines. * Be responsible for behaviour management throughout the phase. * Support the provision of vulnerable students across the phase, including those with SEND. Plan, teach and provide feedback to children in accordance with the school’s agreed policies. * Extensive knowledge of the National Curriculum, with KS2 experience being preferable |
| **STRATEGIC DIRECTION AND DEVELOPMENT** | * Working with the Headship Team to contribute to the strategic view for the school and plan for its future needs and further development. * Communicate the school’s vision and objectives to all members of the school community and support the effective delivery of the school’s aims. * Demonstrate high standards of personal integrity, loyalty, discretion and professionalism. * Role model and demonstrate exemplary practice in all areas of school life. * To lead on key areas within this phase as delegated by Senior Leadership. * Responsible for leading a curriculum subject. |
| **Leading and managing staff** | * Working with the SLT to develop all staff within the phase to secure continual improvement including their own CPD. * Coach and mentor colleagues within the phase. * Lead in Appraisal of staff within the phase, as directed. * Coordinate staff to ensure effective organisation of special events e.g. year group productions, curriculum events etc. * Lead phase meetings, keeping minutes of agreed actions. * Promote staff wellbeing. * Work collaboratively across the schools to build effective learning communities. |
| **wellbeing** | * Ensure that all children have a sense of belonging and that they feel valued. * Recognise that the class teacher is the key adult in ensuring the well-being of the children in the class, communicating any concerns to the appropriate people. * Take action to minimise unnecessary risks in order to maintain a healthy and safe environment. * Work with the children to achieve the school’s expectations of behaviour. * Record information relating to the pastoral care of the children, in line with school policy. * Inform the Designated Safeguarding Lead (DSL) regarding any safeguarding concerns. |
| **Professional Development** | * Take responsibility for your own continuing professional development * Attend agreed training, staff meeting and INSET sessions. * Attend courses relevant to the development needs of your curriculum area and of the school, disseminating where appropriate. * Take part in appraisal in line with school policy. |
| **Other activities** | * Undertake additional duties as reasonably specified by the Head of School or Headship Team |

**PERSON SPECIFICATION – CLASS TEACHER and PHASE LEADER**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIREABLE** |
| **Qualifications and Training** | * Honours degree related to Primary Education or a curriculum subject * Qualified Teacher status * Enhanced DBS | * Evidence of and commitment to continuing professional development * Qualifications relevant to the phase. |
| **Experience and Skills** | * Sustained experience of teaching in and implementing the Key Stage 2 curriculum. * Experience of leading a core curriculum area/school improvement initiative. * A clear understanding of the essential strategies for improving the quality of learning and teaching in primary schools. * An excellent understanding of successful strategies for meeting the needs of all pupils. * Knowledge of a range of effective classroom and behaviour management strategies. * Create a positive team spirit, delegating and negotiating when necessary. * An ability to hold others to account for their performance and to deliver clear messages to ensure at least good pupil progress. * An understanding of CPD available to help improve practice. * Thorough understanding of and commitment to equality of opportunity. * Knowledge of safeguarding and child protection issues. * Awareness of the importance of confidentiality and data protection. | * Experience of planning and delivering whole school assemblies. * Knowledge of how educational technology can be used to support teaching and learning. * Ability to analyse data, to evaluate performance, and plan an appropriate course of action for improvement. * In depth knowledge of a core curriculum area or strategy. * Demonstrate coaching/mentoring skills including ECTs. * Ability to lead school-based INSET & parent/carer information meetings. |
| **Personal Qualities and Attributes** | * A love of teaching. * Courage and resilience. * A commitment to the highest standards. * A high level of self-motivation and ability to motivate others. * Well organised and an effective planner. * An ability to be innovative and inspire a love for learning. * Empathy and compassion. * Inclusive. * Ambitious. * Reflective. * High level of emotional intelligence, especially when under pressure. | * Desire to advance to Leadership scale. |