**ARK Dickens Primary Academy**

**Job Description: Key Stage Two Phase Leader**

**Reports to:** Member of the Senior Leadership Team

**Start date:** September 2024

**Salary:** ARK MPS/UPS + TLR2a depending on experience

**Disclosure level:** Enhanced

The Role

To deliver outstanding teaching and learning to help pupils achieve excellent academic results, and be a role-model/impact the academy more widely.

To lead teaching and learning in Key Stage Two to raise standards, in particular by acting as a role model for outstanding practice in own classroom.

To establish good relationships, coach and develop staff to become consistently great practitioners including expertise in planning, preparation, delivery, assessment and use of data.

Key Responsibilities

* To provide a nurturing classroom and academy environment that helps students to develop as learners
* To plan, resource and deliver lessons and sequences of lessons to the highest standard that ensures great outcomes
* To induct newly qualified teachers and new teachers to ensure they are well supported and develop as great practitioners
* To develop teachers as reflective practitioners and to evaluate the impact of their teaching (and teaching styles) on different groups of pupils
* Take a lead role on improving the quality of education across the academy
* To be a member of the extended Leadership Team
* To help to develop culture and ethos across the whole academy
* To contribute to the effective working of the academy and overall school improvement

Outcomes and activities

**Teaching and Learning**

* Take a lead in developing new teaching materials and ensure staff deliver these effectively
* Provide best practice in implementing school policies, sharing these with colleagues and monitoring their implementation across the academy to bring about school improvement
* Share good practice through demonstration lessons and team teaching
* Undertake classroom observations to assist and support the performance management process
* Enrich the curriculum with trips and visits to enhance the learning experience of all pupils
* Teach engaging and effective lessons across the curriculum that motivate, inspire and improve pupil attainment
* Use regular assessments to set targets for pupils, monitor pupil progress and respond swiftly
* To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
* Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level
* Maintain regular and productive communication with pupils, parents and carers, to report on progress, behaviour and attitudes and to promote the school vision with the community
* Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
* Implement and adhere to the academy’s safeguarding and behaviour management policy, ensuring the safety, health and well-being of pupils is maintained at all times
* Participate in preparing pupils for external examinations.

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop a culture and ethos that is utterly committed to achievement
* To be active in issues of pupil health, well-being, welfare and support
* Support and work in collaboration with colleagues and other professionals in and beyond the school.

Other

* Undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
* Undertake other various responsibilities as directed by the line manager or Head of School

**Person Specification: Key Stage Two Phase Leader**

Qualification Criteria

* Qualified to degree level and above
* Qualified to teach and work in the UK

Experience

* Experience of raising attainment of all pupils in a challenging classroom environment
* Experience of reflecting on and improving teaching practice to increase student achievement
* Evidence of continually improving the teaching and learning in their year group though schemes of work, assessment and extra-curricular activities etc
* To have expertise in coaching and mentoring.

Knowledge

* Up to date knowledge in the primary curriculum
* To coach staff in achieving consistently good lessons
* Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.

Behaviours

**Leadership**

* Effective team member and leader
* High expectations for accountability and consistency
* Vision aligned with ARK’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all pupils.

**Teaching and Learning**

* Excellent classroom practitioner
* Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward
* Has good communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

Other

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/s/Library/Ee5_GgqkEFJIjhH42vLzSMwBobqJ3bSmxRGro8744DDZ8A?e=9CeE7e)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*