

Job Description

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| Job title: | SMSC and Enrichment Leader (TLR 2) and Class Teacher |
| Group: | UK Independent Schools |
| Dept/Project/Service: | St. Andrews |
| Reports to: | Principal |
| Responsible for: | N/A |
| Usual office base: | St. Andrews School |
| Grade: | Teaching Scale |

Job purpose:

Supporting and liaising closely with the Assistant Principals to ensure all staff provide outstanding opportunities for SMSC development throughout the curriculum.
To organise enrichment opportunities and cross curricular links across the whole school to ensure pupils develop the skills and experiences to prepare them for life in Modern Britain.
To provide opportunities for 'Pupil Voice' through the School Parliament.

Job objectives:

To ensure that there are outstanding opportunities for SMSC development across the curriculum

1. To be accountable for developing a strategy for PSICHE and RE
2. To ensure the provision of high-quality teaching for pupils studying PSICHE and RE
3. To effectively manage and deploy teaching staff to support effective teaching and high standards in PSICHE and RE
4. To develop and enhance the teaching practice of others
5. To work effectively with the Assistant Principals to ensure coordinated, high quality leadership and management
6. To build links within the community and opportunities for outside visits and visitors
7. To run the School Parliament to ensure 'pupil voice' is evident across the school
8. To ensure fundamental British values are promoted across the school

Strategic Planning

1. To lead the development of appropriate curriculum, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
2. To implement School Policies and Procedures

Achievement

1. To ensure that PSICHE and RE programme of studies, practices and policies (including liaising with the School's Health and Safety Manager to ensure health and safety within the department) are updated where necessary

Curriculum Development:

1. To lead curriculum development for the whole department (from EYFS to Year 6) in PSICHE and RE
2. To keep up to date with national developments in the subject area
3. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
4. To develop, review and update curriculums and policies
5. To organise annual themed competitions and events (Outside Visitors – Dogs Trust, Police, Bikeability, Anti-bullying Week, Earth Day etc.)
6. To develop a twinning opportunity with a School in a different Country

Staff Development: Recruitment/ Deployment of Staff

1. To work with the Assistant Principals to ensure that staff development needs are identified and appropriate training is identified
2. To deliver appropriate staff training and lead departmental meetings
3. To undertake Performance Management Reviews and to act as reviewer for a small group of staff
4. To promote teamwork and to motivate staff to ensure effective working relations

Quality Assurance:

1. To establish the process of the setting of targets within the department and to work towards their achievement
2. To promote high standards of teaching and learning
3. To actively participate in school monitoring and evaluation procedures (including – work sampling, observations, pupil interviews and monitoring planning)
4. To monitor and evaluate the curriculum area/department in line with agreed School procedures
5. To create action and development plans
6. To create a provision map to show SMSC and enrichment opportunities across the curriculum
7. To collect evidence for the different activities and events that take place across the curriculum

Communications:

1. To ensure that all members of the school are familiar with the aims and objectives
2. To ensure effective communication/consultation as appropriate with the parents of pupils
3. To run appropriate Parent Workshops
4. To regularly update the termly board with events and information

Management of Resources:

1. To audit and manage departments resources efficiently and effectively
2. To be responsible for the department budget

Pastoral System:

1. To ensure the behaviour management system is implemented within the School so that effective learning can take place
2. To embed growth mind-set vocabulary and activities across the school
3. To oversee the whole school House Point System

Additional Duties:

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and to follow this example
2. To produce and update whole school PSCHE/RE/Termly Events/Growth Mindset displays

General:

1. This job description will be reviewed regularly in light of the changing requirements of the School and any such changes will be discussed with the post holder.
2. The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equality & Diversity, Health and Safety, Confidentiality and Safeguarding

SCHOOL EVENTS

All teaching staff are expected to attend the following events, which occur out of school hours

- Annual Open Day (Saturday)
- Christmas Fayre (Saturday)
- Year 6 Prize Giving (evening)
- Year 6 Leavers' Play (evening)
- Annual Art Exhibition (Saturday)

And at least one of the following

- Christmas Disco (evening)
- Get Your Grown Ups Gardening Event (Saturday)
- Junior Summer Concert (evening)
- Saturday Sports Fixture (Saturday)

Scope: The SMSC and Enrichment Leader is accountable to the Principal through the Assistant Principals.

Person specification:**Knowledge**

Essential:

- Qualified Teacher Status
- Evidence of active involvement in recent and relevant CPD

Desirable:

- Degree in your subject area

Experience

Essential:

- Substantial primary teaching experience
- Excellent classroom practitioner

- A thorough working knowledge of the relevant subject curriculum and new National Curriculum requirements
- Up to date knowledge of developments in education pertaining to your curriculum area
- Knowledge of effective pedagogy for teaching your subject area
- Ability to articulate characteristics of effective teaching and learning for pupils of all abilities
- Ability to monitor, evaluate and improve teaching & learning
- A passion for innovative learning

Desirable:

- Successfully led, planned, managed and evaluated change, which has had a significant impact at whole school level
- Experience of working in more than one school
- Experience of leading a Pupil School Parliament/Council

Skills

- Essential:
- A highly motivated, energetic and enthusiastic team leader who is approachable and promotes positive relationships
- Effective and timely administrative and organisational skills
- Ability to communicate orally and in writing to a wide range of audiences
- Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care
- Ability to cope with the pressures of a demanding middle management position
- Ability to analyse, prioritise and meet deadlines
- Ability to delegate and support others to achieve specific targets
- Excellent computer skills
- Sound understanding of financial planning
- Able to carry out action plans and report on progress effectively
- Proven ability for implementing strategies for raising pupil progress and achievement at class/phase or whole school level

Desirable:

- Experience of budget management and prioritisation

Practical Skills

- Think analytically and creatively and demonstrate initiative in solving problems
- Excellent communication and interpersonal skills
- Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others
- Flexibility and strength of character.

Personal Attributes and Qualities

- Innovative, enthusiastic and proactive, keen to embrace and drive forward new ideas and challenges
- Approachable, caring and empathetic
- Flexible, listens and is prepared to seek advice and support
- Demonstrates a concern for the pastoral & spiritual welfare of all in the school
- Committed to continuing professional development for self and others
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- A positive and resilient attitude to the changing demands of the primary school
- Ambitious about raising standards for all pupils: high standards, equality of opportunity and continuous improvement
- Proven track record of achieving targets and seeing projects through to completion

Competency Band: 3

Key Competencies for the role:

| Our Values | Key Competency 1 | Key Competency 2 |
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| Excellence - Creating and Leading Success | Delivering the Vision Communicates the vision to others and works within team to implement it, so delivering excellence | Motivating Others Is highly motivated and creates momentum and enthusiasm about what needs to be done |
| Integrity - Supporting and Building Trust | Communicating with impact and Integrity Creates a positive environment in the team by being open, honest and thoughtful when communicating | Follow through responsibilities Delivers on their responsibilities and admits when they do not know the answer or have the information |
| Accountability - Delivering and Improving | Developing Self and others Devotes time to own development and gives others opportunities to learn and use their talents | Continually Improving Actively looks for ways to improve their own and the team's performance |
| Collaboration - Engaging and Partnering | Engaging others to achieve goals Communicates effectively and appropriately, actively engaging others to support goals and activities | Building effective relationships Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests |

Job Family: Teaching

At St. Andrew's School, we place the safety and welfare of our pupils at the centre of all our activities. The safeguarding of pupils underpins the School's values and is fully embraced by all staff.

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.