MENSTON PRIMARY SCHOOL
UKS2 PHASE LEADER & CLASS TEACHER
(YEAR 6 IN THE FIRST INSTANCE)
CANDIDATE BROCHURE



UKS2 PHASE LEADER & CLASS TEACHER (YEAR 6 IN THE FIRST INSTANCE) CANDIDATE BROCHURE

Key Facts and Statistics

Type of School	Community Primary School
Location	Menston, West Yorkshire
Denomination	None
Age Range	4 to 11 Years
Co-Educational or Single Sex	Co-educational
Number of Children	403
Number of Teaching Staff	17
% of Children with SEN	7.69%
% of English as an Additional Language	0.5%
% of Children on Free School Meals	1.98%
School Awards	







UKS2 PHASE LEADER & CLASS TEACHER (YEAR 6 IN THE FIRST INSTANCE) CANDIDATE BROCHURE

Our School

At Menston Primary School, we provide the children with a high quality education and pride ourselves on a team ethos, expecting the highest standards of care, learning and achievement for all of our children.



As a team, we work to foster a lifelong love for learning. Everything we do is centred around the children and their right to be encouraged, to achieve, to find their talents, to enjoy learning and to succeed in whatever they choose. We strive to create an environment that allows children to enjoy learning within a happy and caring environment.

Our History

There has been a village school on our site since Victorian times. In the 1960s a 'new' infant school was added to the site and in 2004 a third building was added which houses three classes and our before and after school 'Care Club'.



Our Environment

Menston Primary consists of three main buildings set in extensive grounds, comprising of a den building and campfire woodland area along with a school garden, a polytunnel, a minibeast area and pond. This promotes a healthy attitude to nature, which we, as a school, greatly value. All our children have regular, planned outdoor learning experiences and we run residential trips in Key Stage 2.

As well as teaching the importance of nature, we also ensure that children engage in team work and exercise. We have very large playing fields, both with all-weather 'daily mile' tracks, as well as three playgrounds, which really help our children to explore a range of sporting activities and have fun. We participate in friendly, but serious, competition within our local schools' sports leagues based at Ilkley Grammar School. We also have many talented musicians and we have been developing musical opportunities steadily for several years.

We are proud of our warm and positive learning environment. Our classrooms are well equipped and our teachers are innovative and creative. They love to inspire our children.

As well as working to deliver a broad and relevant education, the school is developing a curriculum which promotes the STEM subjects of Science, Technology, Engineering and Maths alongside regular, planned outdoor learning.



Our Ethos

We believe that teaching children how best to learn in different situations is as important as the subject specific knowledge they all need to acquire. Because of this we encourage our children to take increasing control over their own learning, to coach each other and to peer and self-assess where this is appropriate. As a result, each day our children grow more confident and more independent and they are able to take on more responsibility for their own learning.



UKS2 PHASE LEADER & CLASS TEACHER
(YEAR 6 IN THE FIRST INSTANCE)
CANDIDATE BROCHURE

Job Description

Salary Scale	Main Scale/UPS + TLR 2a
Supervisory Responsibility	Upper Key Stage 2 phase team
Hours	Full time, Permanent
Closing Date	Midnight on Wednesday 23rd March 2022
Observed Teaching	Tuesday 29th March 2022 & Wednesday 30th March 2022
Interview Date	Wednesday 6th April 2022 and Thursday 7th April 2022

Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

3. Bradford Council/This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.

4. The Council/This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

The Upper Key Stage 2 Phase Leader will be responsible for providing leadership and management of the school's Upper Key Stage 2 curriculum, delivering, modelling and coordinating high-quality teaching and effective use of resources across the phase. They will work to improve standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

They will assist the Senior Leadership Team in monitoring and strengthening the quality of teaching, learning and moderation in the phase, including reporting back to colleagues on monitoring activities and identifying areas for CPD.

They will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the phase. They will offer guidance and support to phase staff, modelling best practices and demonstrating up-to-date knowledge of current theory and practice.

The Upper Key Stage 2 Phase Leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively. Additional release time from class will be allocated to carry out leadership duties.

UKS2 PHASE LEADER & CLASS TEACHER (YEAR 6 IN THE FIRST INSTANCE) CANDIDATE BROCHURE

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

KEY RESPONSIBILITIES:

TEACHING & LEARNING:

- Lead, manage and promote high-quality teaching and learning across the phase.
- Ensure that timetables are planned to maximise learning opportunities with full curriculum coverage.
- Ensure plans such as Education, Health and Care Plans, Medical Care Plans and Individual Support Plans are implemented positively and proactively across the phase.
- Ensure that safeguarding policies and procedures are adhered to and effectively implemented across the phase.
- Display and model exemplary classroom practice which meets the aims and objectives of the school and secures high-standards of learning and behaviour.
- Monitor the quality of teaching and learning across the phase, utilising methods such as lesson observation, pupil interview and work scrutiny in order to:
    - identify areas for improvement
    - develop teaching practices and teacher expertise
    - establish and maintain continuity and progression
- Work with teachers in the phase to ensure that classroom environments promote the highest standard of work by all pupils.
- Assist in creating and implementing positive strategies that celebrate diversity.

ASSESSMENT & REPORTING:

- Work within the leadership team to set academic targets for pupils in the phase.
- Provide information about targets, achievements and progress to SLT, pupils, governors and parents.
- Take responsibility for the organisation and administration of assessment across the phase, ensuring that statutory requirements are met and school procedures are followed.
- Analyse and report on the school's performance in relation to local and national results, and the school's own targets.
- Ensure appropriate strategies are implemented in the phase to address areas for improvement highlighted by assessment data.

LEADERSHIP:

- Lead and manage staff members working in the phase. Oversee cover for absent staff, ensuring that covering staff have clear and appropriate guidance.
- Be a line of communication between phase staff and the wider leadership team.
- Adopt a positive attitude that motivates and inspires other members of staff, helping to enable staff to carry out their roles to the highest standards.
- Plan, organise and lead regular meetings with phase staff.
- Take responsibility, in conjunction with other relevant members of staff, for the induction of new staff in the phase and act as a mentor to new staff.
- Take the lead, where appropriate, on communication with parents and the wider school community.

- Identify, in conjunction with phase staff, group and individual training needs, provide support, and organise training as appropriate.
- Undertake performance management of phase staff as appropriate.
- Contribute towards the recruitment and selection process for new staff members in the phase.
- Lead on transition for pupils between KS2 and KS3.

STRATEGIC DIRECTION & DEVELOPMENT OF THE SCHOOL:

- Take the strategic leadership role for a nominated subject (to be agreed on appointment).
- Support the vision, ethos and policies of the school.
- Contribute to the monitoring and review of policies.
- Assist in the creation and implementation of the school development plan, especially aspects that relate to KS2.
- Confidently trial approaches based on research into best practice; analyse impact and disseminate best practice more widely.

DEVELOPMENT & DEPLOYMENT OF RESOURCES:

- Manage the development and deployment of resources in the phase, e.g. books and teaching support with maximum efficiency to meet school objectives and achieve value for money.
- Manage a budget for the phase.
- Be responsible for the disposal of obsolete resources and the organisation and tidiness of shared areas.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level.

UKS2 PHASE LEADER & CLASS TEACHER
(YEAR 6 IN THE FIRST INSTANCE)
CANDIDATE BROCHURE

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead staff or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

UKS2 PHASE LEADER & CLASS TEACHER
(YEAR 6 IN THE FIRST INSTANCE)
CANDIDATE BROCHURE

Person Specification

	ESSENTIAL (E) / DESIRABLE (D)
EXPERIENCE:	• Proven record of success as an outstanding teacher (E) • Previous teaching experience in KS2 (E) • Previous experience of successfully leading a project and/or a team in school (E) • An understanding and demonstration of barriers to learning and how those may be overcome (E) • Experience of managing pupil performance and intervention strategies to raise standards (E) • Experience of safeguarding and additional educational needs (E) • Experience of working alongside employer partners to achieve learning objectives (E) • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)
QUALIFICATIONS TRAINING:	• Honours degree or equivalent in relevant subject (E) • Qualified Teacher Status (E) • Additional professional qualification (e.g. NPQ) (D)
KNOWLEDGE/ SKILLS:	• Ability to communicate effectively with a range of internal and external stakeholders (E) • Excellent English, Maths and IT skills (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level (E) • Knowledge of learning outside the classroom (D)
ATTRIBUTES	• Personal impact and presence (E) • Adaptability to changing circumstances and new ideas (E) • Energy, vigour and perseverance (E) • Self-confidence (E) • Enthusiasm (E) • Reliability and integrity (E) • Sensitivity (E)

UKS2 PHASE LEADER & CLASS TEACHER
(YEAR 6 IN THE FIRST INSTANCE)
CANDIDATE BROCHURE

Menston Primary School
St Peters Way
Menston
West Yorkshire
LS29 6NY

www.menstonprimary.co.uk

Tel: 01943 873180



We recommend candidates take a tour of our fantastic school on our website at:
https://menstonprimary.co.uk

If you have the skills and ambition to join our team, we would love to hear from you. In your personal statement we are interested in how you would be looking to make a positive contribution to our school.

Completed applications should be returned via Prospects Online
Note: we are unable to accept CVs

Interested candidates are invited to visit the school on Wednesday 16th March or Friday 18th March at 4:30pm. Please contact Hannah Veil at recruitment@menstonprimary.co.uk to confirm attendance.

Closing date for the post: Midnight on Wednesday 23rd March 2022.
Teaching observations will take place on Tuesday 29th and Wednesday 30th March 2022 and interviews will be held at the school on Wednesday 6th and Thursday 7th April 2022.

A copy of our Privacy Notice for applicants can be accessed here.
To view our latest Ofsted report please click here.