

HAWES SIDE ACADEMY

# Phase Leader Recruitment Pack



About the Job

Role Description

Person Specification

Pay and Conditions

How to Apply



# About the Job

<b>Location</b>	<b>Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN</b>
<b>Title of post</b>	Phase Leader
<b>Grade</b>	Main/ UPS Scale plus TLR2a
<b>Weeks</b>	Full Time
<b>Responsible to</b>	Principal/Vice Principal/Assistant Principal
<b>Responsible for</b>	Specified teachers and support staff within the phase.
<b>Liaising with (working relationships)</b>	Principal, SSLT, SLT, MLT, teachers and support staff, governing body, external agencies and parents.
<b>Disclosure level</b>	Enhanced
<b>Required from</b>	April 2022

## Job Purpose

To contribute to the continuing development of an academy where everyone matters and everyone succeeds through promotion of community, learning and creativity in harmony.

Play an active role in the Academy's Senior Leadership Team (SLT) on a strategic and operational level.

Be responsible for leading and co-ordinating curriculum development, planning, teaching and learning within the designated phase area.

Be responsible for leading a designated subject within the school.

Carry out the duties of a class teacher to a high standard.

To line manage and performance manage identified staff.

To assist in the smooth running of the academy at all times, including being responsible with the other Phase Leaders for the academy in the absence of the Principal, Vice Principal and Assistant Principals

## Role Description – Phase Leader

<b>MAIN /CORE DUTIES</b>	<ul style="list-style-type: none"> <li>• Undertake an appropriate programme of teaching in accordance with the duties of a standard teacher as outlined in the Teacher Standards.</li> <li>• Represent the views and interests of the phase to the SSLT/SLT/MLT leadership teams and, in doing share leadership responsibility for: -             <ul style="list-style-type: none"> <li>○ Academy self-evaluation</li> <li>○ Academy improvement planning</li> <li>○ Development of Academy policies and procedures</li> <li>○ Annual whole Academy budgeting and reviews</li> <li>○ Staff deployment and development across the Academy</li> </ul> </li> <li>• Contribute to academy activities such as parent evenings, parental workshops and liaison with the local community.</li> <li>• Monitor actively the progress of pupils in the phase.</li> <li>• Lead by example, promoting good classroom organisation and management and be pro-active in new initiatives and curriculum development.</li> <li>• Ensure good working relationships, encourage good working practices and support and lead teachers in the phase area.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Lead, support motivate and direct support staff within the phase area.</li> <li>• Act as team leader in relation to performance management and the professional development of all staff in the phase area.</li> </ul>
<b>OPERATIONAL/STRATEGIC PLANNING</b>	<ul style="list-style-type: none"> <li>• To create a climate which enables other staff to develop and maintain positive attitudes towards the pupils' progress and development.</li> <li>• To analyse and interpret relevant data, research and inspection evidence to inform practice.</li> <li>• To advise the Principal, SSLT, SLT Leadership Team and Governing Body on the effectiveness of strategies to improve pupil performance, within the Phase area.</li> </ul>
<b>SERVICE PROVISION</b>	<ul style="list-style-type: none"> <li>• Be responsible for ensuring broad and balanced curriculum provision across the phase, focused on high achievement.</li> <li>• Take a lead role in the development, implementation and review of a curriculum area</li> <li>• Be responsible for leading on the upkeep of communal areas and displays</li> <li>• Liaise closely with other phase leaders to ensure continuity and progression across the key stages.</li> <li>• Develop and enhance classroom practice in all curriculum areas across the Phase area.</li> <li>• Ensure a rich and stimulating environment for children through the development and maintenance of appropriate resources across the phase area.</li> <li>• Manage the end of key stage tests and assessments.</li> </ul>
<b>SERVICE DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Identify and disseminate the most effective teaching approaches for pupils within the Phase area.</li> <li>• Support the development of pupils to work independently and learn more effectively.</li> <li>• Lead the development of effective curriculum links with advisers, partner schools, the community and external agencies.</li> <li>• To take a leading role in modelling and supporting behaviour management within the phase</li> <li>• Take a lead role in the development, implementation and review of a curriculum area</li> </ul>
<b>STAFFING &amp; STAFFING DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Advise, contribute and where appropriate, co-ordinate the professional development of staff to increase their effectiveness in the Phase area.</li> <li>• Lead INSET programmes, staff and phase meetings within the Academy.</li> <li>• Provide support and training to trainee and newly and recently qualified teachers.</li> <li>• To conduct performance management reviews for staff within the area.</li> <li>• To conduct return to work interviews for staff within the area.</li> <li>• To take a responsibility within the induction/mentoring of staff.</li> <li>• To hold regular team and or individual meetings with managed staff.</li> <li>• To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To promote teamwork and motivate staff to ensure effective working relations.</li> </ul>
<b>RECRUITMENT/DEPLOYMENT OF STAFF</b>	<ul style="list-style-type: none"> <li>• Ensure the efficient and effective deployment of support staff working within the Phase area and monitor impact and effectiveness.</li> <li>• Take a leading role in overseeing the induction of new members of staff in the phase, including PPA, supply staff and pupils.</li> </ul>

<b>QUALITY ASSURANCE</b>	<ul style="list-style-type: none"> <li>• Monitor and evaluate planning, teaching and learning and assessment in the phase area.</li> <li>• Actively monitor pupil achievement and progress in the phase.</li> <li>• Analyse and interpret relevant data, research and inspection evidence to inform practice and seek improvement where necessary.</li> </ul>
<b>MANAGEMENT INFORMATION AND ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Report to the SSLT on standards in the phase and attend governors' meetings as requested.</li> <li>• Produce appropriate reports for the various audiences, e.g. Governing Body, external agencies.</li> <li>• Advise the Principal/SSLT and governing body on pupil progress and the effectiveness of the teaching provision within the Phase area.</li> <li>• Ensure that appropriate records in relation to pupil progress and development are maintained within the Phase area.</li> </ul>
<b>COMMUNICATIONS</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective partnerships between parents and the Academy staff to promote learning and provide information.</li> <li>• Develop and maintain effective partnerships with the Academy staff to promote learning and provide information, for example, during times of transition.</li> <li>• Contribute to the development of effective links with the community.</li> <li>• To ensure that all communications demonstrate the values of the Academy.</li> <li>• To contribute to effective systems of communications and share all relevant information with the phase.</li> </ul>
<b>MARKETING &amp; LIAISON</b>	<ul style="list-style-type: none"> <li>• Take part in liaison events such as events for new and existing parents, review days and link events with partner schools.</li> <li>• Liaise with partner schools and other relevant external agencies in order to maximise support, share information, and provide continuity.</li> <li>• To attend all meetings and functions necessary to support the delivery of the role, ensuring the values of the Academy are demonstrated.</li> <li>• To utilise the resources available to promote the continuing work of the academy such as through the academy's website.</li> </ul>
<b>MANAGEMENT OF RESOURCES (OTHER THAN PEOPLE)</b>	<ul style="list-style-type: none"> <li>• Identify and advise on the staffing and resource requirements to meet the needs of pupils with individual needs.</li> <li>• Organise and co-ordinate the deployment of learning resources and monitor their effectiveness.</li> <li>• Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the Academy.</li> </ul>
<b>CORPORATE RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the Academy community, supporting its distinctive mission and encouraging staff and pupils to follow this example.</li> <li>• Actively promote the Academy corporate policies.</li> <li>• Comply with the Academy health and safety policy and undertake risk assessments as appropriate.</li> <li>• Follow the academy's Safeguarding policy and procedures and support phase in being compliant and monitor throughout the year.</li> </ul>
<b>OTHER SPECIFIC RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To contribute to the overall ethos, work and aims of the academy.</li> <li>• To carry out all duties in the most effective, efficient and economic manner.</li> <li>• To continue personal development.</li> <li>• To participate fully with arrangements made in accordance with the Academy's Performance Management Policy.</li> </ul>

	<ul style="list-style-type: none"> <li>To perform any other reasonable duties as requested by the Academy.</li> <li>Line management/policy structure</li> </ul>
<b>GENERAL STATEMENT</b>	<ul style="list-style-type: none"> <li>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. However, in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title subject to the Principal's approval.,</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</li> </ul>

## Person Specification

Category	Criteria	Essential/ Desirable	Source A=Application I=Interview R=References T= Task/ Observation P=Presentation
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified teacher status or recognised equivalent</li> </ul>	E	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of teaching across a variety of age ranges relevant to the post.</li> </ul>	E	A I
	<ul style="list-style-type: none"> <li>Recent experience of successfully co-ordinating or leading a year group/phase.</li> </ul>	D	A I
	<ul style="list-style-type: none"> <li>Experience of development of curriculum-based systems</li> </ul>	E	A I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.</li> </ul>	E	A I
	<ul style="list-style-type: none"> <li>In depth knowledge of the curriculum as relevant to the TLR role being applied for.</li> </ul>	E	A I
	<ul style="list-style-type: none"> <li>Up to date knowledge of statutory regulations and guidance relating to the post.</li> </ul>	E	A I
	<ul style="list-style-type: none"> <li>Up to date knowledge of the latest technologies, effective for teaching, learning and communication</li> </ul>	E	A I
<b>Skills, Abilities and Competencies</b>	Can demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Demonstrate consistently high-quality teaching strategies.</li> </ul>	E	A I T
	<ul style="list-style-type: none"> <li>Support and motivate both colleagues and pupils by leading through example.</li> </ul>	E	A I T
	<ul style="list-style-type: none"> <li>Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).</li> </ul>	E	I T
	<ul style="list-style-type: none"> <li>Manage a team to successfully achieve agreed goals.</li> </ul>	E	I
	<ul style="list-style-type: none"> <li>Develop and deliver effective professional development for staff as appropriate.</li> </ul>	D	I
	<ul style="list-style-type: none"> <li>Be an effective team player who works collaboratively and effectively with others.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Analyse data to evaluate the phase for the performance and achievement of pupil groups, pupil progress and be</li> </ul>	E	I	

	<p>able to plan appropriate course/s of action for improvement.</p> <ul style="list-style-type: none"> <li>• Contribute effectively to the work of the Principal and the senior leadership team.</li> <li>• Deal successfully with situations that may include difficult situations and conflict resolution.</li> </ul>	E	A I
		E	A I
<b>Commitment</b>	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• equalities</li> <li>• promoting the academy's vision and ethos</li> <li>• high quality, stimulating learning environment</li> <li>• relating positively to and showing respect for all members of the academy and wider community</li> <li>• ongoing relevant professional self-development</li> <li>• safeguarding and child protection</li> </ul>	E	I

## Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and Medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The Academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during a school holidays.

**Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.**

**The Academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.**

## How to Apply

We would usually encourage visits to the school, but at this time this is not possible. Please contact the Principal, Mrs C Boothroyd through the school office for an informal chat. Further details and application forms are available from the academy website [www.hawes-side.co.uk](http://www.hawes-side.co.uk).

Please return your letter of interest together with your completed application form to: Mrs C Boothroyd, Principal. Hawes Side Academy, Johnsville Avenue, Blackpool, Lancashire, FY4 3LN or by email to [admin@hawes-side.co.uk](mailto:admin@hawes-side.co.uk) marked for the attention of Mrs C Boothroyd.

**Closing date:** Monday 24th January 2022 (12 noon)

**Shortlisting:** Wednesday 2<sup>nd</sup> February 2022

**Observations/Interviews:** w.b. Monday 7th February 2022

If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful. Thank you for the interest you have shown in this vacancy.



## **Hawes Side Academy**

### **Job Applicant Privacy Notice**

#### **(How we use job applicant information)**

As part of any recruitment process, the Academy collects and processes personal data relating to job applicants. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the Academy collect?**

The Academy collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Academy needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Academy may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

The Academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### **Why does the Academy process personal data?**

The Academy needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Academy may also need to process data from job applicants to respond to and defend against legal claims.

The Academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children, the Academy is obliged to seek information about criminal convictions and offences. Where the Academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy.

The Academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Academy will not transfer your data outside the European Economic Area.

### **How does the Academy protect data?**

The Academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Academy keep data?**

If your application for employment is unsuccessful, the Academy will hold your data on file for 1 month after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy Record Management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Academy to change incorrect or incomplete data;
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact].

If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Academy during the recruitment process. However, if you do not provide the information, the Academy may not be able to process your application properly or at all.