

Job Description: KS1 Lead and Year 2 Class Teacher

Required for September 2022

Job description

Required for September 2022

Salary: Main Pay Scale/UPS + TLR 2a

Job Title: KS1 Lead and Year 2 Class teacher

Responsible to: Headteacher and Deputy Headteacher

Purpose: To lead and manage the KS1 phase

Main Purpose

- To carry out the duties of a class teacher as set out by the class teacher job description and the school teachers' pay and conditions document.
- To support, hold accountable, develop and lead the phase team in order to secure high quality teaching, the effective use of resources, and high standards of learning and achievement for all pupils in Key Stage 1.
- As a member of the Senior Management Team make a significant contribution to the strategic development and direction of the school.
- To provide assessment analysis from relevant sources to make a significant contribution to school self-evaluation and school improvement.
- Work to support the aims and ethos of the school and hold the highest professional standards themselves.

Key Stage 1 Lead

The Key Stage 1 Phase Leader will work in partnership with the Senior Leadership Team (SLT) to secure Bromley Pensnett's development and success, ensuring exceptional quality of education and high standards of learning and achievement for all. The main responsibilities of this post are:

- To lead and manage the phase team to provide exceptional quality learning for all children within a secure, happy and caring environment.
- To support, develop and coach teaching and learning across Key Stage 1, so that the school has a consistently good or better teaching.
- Challenge underperformance in learning and teaching in Key Stage 1 by promoting a high challenge/high support culture.
- To lead and co-ordinate assessment across Key Stage 1, maximising pupil and parental engagement.
- To liaise effectively with the Senior Leadership Team (SLT) to ensure consistency of approach in teaching and learning and the highest quality of education for all pupils.
- To attend leadership meetings to discuss key issues regarding the school's development and continuous improvement.
- To contribute to, and promote, the vision, culture and ethos of the school.

- To assist the Senior Leadership Team in preparing for school inspections and Trust School Improvement Reviews.
- To keep abreast of national and local educational developments relating to Key Stage 1 and reporting these to appropriate stakeholders.
- To support day to day leadership in school.
- Support pastoral care of pupils in the phase.
- To arrange Key Stage 1 events/educational visits to enhance the curriculum.
- To work alongside the SENDCo to identify and define intervention strategies as appropriate and if necessary, engage with external agencies.

Planning, teaching, class management and curriculum development

- Provide an excellent role model for pupils and for staff, by classroom practice that is exemplary, which meets the aims and objectives of the school and for other teachers to emulate.
- Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained in all areas of the curriculum.
- To take lead responsibility for the Key Stage 1 learning environment.
- Provide feedback to teachers and disseminate examples of excellent planning and teaching.
- Lead a subject across the school.
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Liaise with staff and parents to support positive well-being and good behaviour across the phase.
- Provide guidance to staff in feedback and assessment for learning and standards expected, in line with the school's policies.
- Support colleagues to create a stimulating environment for learning.
- Take an active role within the School's Appraisal policy in addition to supporting and promoting continuous professional development to ensure effectiveness and development of all staff.
- Liaise closely with staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
- To promote the maintenance of a tidy, well ordered area for your phase, which supports and reinforces learning.
- Effectively manage the smooth transition of pupils from EYFS and on into Key Stage 2.
- To encourage excellent patterns of attendance and punctuality from the very start of a child's time at The Bromley Pensnett Primary School.
- To develop good attitudes to learning and behaviour in all pupils.
- To ensure the appropriate behaviour expectations, strategies and their management are delivered consistently.

Strategic Leadership

- To promote and support the principle that all class-based staff are leaders of learning.
- Have a detailed professional knowledge of Key Stage curriculum areas and pedagogies.
- To be a strategic and supportive member of the wider Senior Management Team.
- In consultation with the Headteacher and in line with the School Development Plan, create and implement a Key Stage 1 strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make good progress.
- Maintain an ethos and provide educational vision and direction which secures outstanding teaching and learning which leads to outstanding outcomes for children in Key Stage 1.
- Have high expectations of all pupils and staff.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Update teachers of changes to school policy and ensure they are implemented effectively.
- Liaise with staff to ensure a smooth transition programme from one phase to another, including co-ordination of the 'handover' of relevant documents.
- Help develop a highly effective Key Stage 1 team through effective systems: organise and hold regular phase meetings to ensure good communication, consistency in practice and good pupil progress.
- Develop and improve Key Stage 1 subject knowledge and pedagogy.
- Lead a team of subject coordinators.
- Induct, support and monitor new staff within the phase.
- Identify key professional development needs and ensure that these needs are addressed through the provision of high quality coaching and mentoring.
- Contribute to continuing professional development (CPD) activities with particular reference to phase issues.
- To develop and review the Key Stage 1 elements of whole school policies.

Monitoring, Assessment, Recoding, Reporting

- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
- Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.
- Be able to present a coherent account of the Key Stage 1 children's performance in a form appropriate to a range of audiences, including Trust Executive Team, the local community, Ofsted and others.
- Ensure that all teaching staff and non-teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school development, and targets which secure the educational success of all Key Stage 1 children.

- To monitor and develop effective planning systems across Key Stage 1.
- Ensure that all parents/carers are well informed about the curriculum, targets, pupils' progress and attainment in Key Stage 1.

Whole School/Other

- Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- Undertake decision making and policy development across the school.
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.
- Lead team in ensuring effective communication with parents/carers, SLT, Trust Executive Team and the wider community.
- Attend and contribute to SMT (Senior Management Team) meetings.
- Show a commitment to work outside directed time when required.
- Contribute to and provide evidence for the school Self-Evaluation Summary.
- Contribute and lead on specific areas of the School Development Plan.
- Implement and develop key initiatives across the school as required.
- Take part in the Bromley Mentoring Programme as a mentor, using instructional coaching methodology.
- Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.

The postholder must meet all safeguarding requirements within the school.