



Job Description: Leading Teacher-Key Stage 1 (TLR)

Responsible to: Headteacher

Responsible for: Any member of Key Stage 1 including teachers, Teaching Assistants and Learning Support Assistants, students and voluntary helpers allocated to the team

Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils, colleagues and parents
- Build team commitment with colleagues and in the classroom
- Engage and motivate pupils
- Lead developments in line with the School Improvement Plan
- Contribute to identifying priorities in the School Improvement Plan
- Contribute to the development and / or implementation of school policies
- Oversee (in partnership with Headteacher/Deputy Headteacher) Progress Meetings
- Promote the wider aspirations and Christian values of the school
- In addition to the requirements of a class teacher and any other agreed responsibilities, the TLR post holder will be accountable for the following areas:

Strategic direction and development of the School, in co-operation with, and under the direction of, the Headteacher.

1. Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school;
2. Support the creation and implementation of the School Development Plan, especially as it relates to their team and take responsibility for appropriately delegated aspects of it;

3. Support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to Key Stage 1;
4. Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on school;
5. Ensure that parents are well informed about the curriculum, targets, children's progress and attainment in Key Stage 1;
6. Support the Headteacher in developing links with parents of children in the school.

B. Teaching and Learning

1. Support the Headteacher in determining, organising and implementing the curriculum in Key Stage 1, and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;
2. Be responsible for ensuring that improvements in personal and social behaviour, English and Maths are priority targets for all pupils;
3. Support the Headteacher in establishing a learning environment that helps pupils develop learning skills in order to learn more effectively become successful learners for life;
4. Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
6. Take responsibility for the development and monitoring of the curriculum provision throughout Key Stage 1, liaising appropriately with the Headteacher, support staff and class teachers;
7. Support the Headteacher in the monitoring of the quality of teaching and children's achievements across the key stage, including the analysis of performance data;
8. Take responsibility for assessment in Key Stage 1, ensuring that statutory and school requirements are fulfilled;
9. Collate assessment information, in conjunction with the Senior Leadership Team, and monitor the school's performance in relation to local and national results and the school's own targets.

C. Leading and managing staff

1. Support the Headteacher and work with other Senior Leaders in developing positive working relationships with and between all pupils and all staff ;
2. Lead staff in development activities and evaluate outcomes;
3. Support the Support Staff Performance appraisal process within Key Stage 1 and use the process to support staff in developing personal and professional effectiveness;
4. Provide support to ECTS, supply teachers, teachers and teaching assistants who may be new to the school who are placed in Key Stage 1;
5. Ensure that the Headteacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs.
6. Ensure consistent implementation of school behaviour and discipline policy throughout Key Stage 1

D. Effective deployment of staff and resources

1. Support the Headteacher in the deployment of staff in KS1
2. Work with the Headteacher in establishing priorities for expenditure within the Key Stage, and in monitoring the effectiveness of spending and usage of resources.

E. Transition

1. Monitor and maintain effective transition arrangements for pupils transferring between year groups at the School, with a particular emphasis on the transfer between Reception and Year 1 and Year 2 and Year 3

F. General

1. Take on specific tasks related to the day to day administration and organisation of the Phase as requested by the Headteacher;
2. Take on any additional responsibilities within the Key Stage which might from time to time be determined;
3. Create and maintain positive and supportive relationships with staff, parents, the ESPSA, Governors, and the wider community.
4. Engage with appropriate training opportunities to promote professional effectiveness in this role.