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###### JOB DESCRIPTION

**Job Title:** Assistant Head of Prep **-** Key Stage 2 Lead

**(Section / Unit if known)**

**Reporting To:** SeniorLeader

**Job Purpose:**

* Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all.
* Be responsible and accountable for achieving the highest possible standards in work and conduct.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
* Plan and lead activities, purposeful play opportunities and educational programmes which include the teaching strategies to teach early reading, early literacy and mathematics.

In addition to the duties of a class teacher, the post holder will be responsible for the planning, teaching and learning within the Key Stage, be accountable for standards and progress in core subjects across the Key Stage, to liaise regularly with other Key Stage leaders, to ensure continuity and progression throughout the curriculum and to be a member of the Middle Management Team.

**Main Duties and Responsibilities:**

**Policy and Leadership**

* Contribute to planning and policies.
* To safeguard and promote the welfare of pupils.
* To sustain and develop the knowledge and understanding of skills and attributes required for professional effectiveness.
* Plan and assess pupils’ learning using relevant tracking systems and knowledge of school policies, targets, staff handbook and national requirements for the relevant curriculum areas, making accurate and productive use of assessment in the EYFS.
* To attend professional development activities relevant to appraisal and School Improvement Plan objectives.
* To attend school events deemed necessary in the marketing and promotion of the school.
* To lead in an assigned subject area.

**Management of Teaching, Learning and Pupil Progress**

* + Using knowledge of school policy, targets and national requirements, plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
  + Support children’s speech, language and communication development.
  + Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
  + Use a variety of suitable teaching strategies and methods, including ICT, and develop learning styles to communicate clear learning objectives, expectations and targets.
  + Develop pupils’ skills in English and mathematics.
  + To develop pupils’ computing skills through the subject curriculum.
  + Monitor and provide age-appropriate feedback in line with School policy.
  + Assess children in line with EYFS expectations.
  + Record systematically each pupil’s progress.
  + Plan trips/visitors/visits to enhance pupils’ learning.
  + Effectively use assessment data and evaluations to inform planning and teaching strategies.
  + To develop and promote cross-curricular and extra-curricular activities to enhance learning in the subject area.
  + If required, by the leadership team, to be available to assist the lunch supervisors during lunchtime.
  + To attend parent consultations as required during the academic year.

**Management of People**

* Plan to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
* Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
* Establish good relationships with parents to promote pupils’ learning and development.
* Establish and maintain a positive regard towards pupils.
* Consult and plan with learning support staff, non-teaching staff and outside agencies as appropriate.
* Contribute to the formulation of the annual department development plan.
* Keep up-to-date with Safeguarding policy and procedure and follow the School’s safeguarding policy.
* Completion of accident forms in line with the health and safety policy.

**Management of Financial and Physical Resources**

* + Plan activities and learning taking due account of health and safety issues.
  + Organise and maintain a stimulating working environment/display appropriate for the range of activities taking place.
  + Teach pupils to take responsibility for resources and the environment.
  + Maintain a safe environment and good behaviour.
  + Ensure that resources are organised and readily available to promote learning.
  + Be responsible for monitoring resources in line with teaching and learning requirements.

**Evaluation and Quality**

* + Use national and school data to evaluate students’ achievement in subject areas.
  + Monitor and assess pupils’ work and use assessment to inform planning, set targets and to identify individual needs.
  + Keep records of pupils’ progress and report achievement in line with the school policy and statutory requirements.

**Administration**

* + Maintain records and undertake appropriate procedures to satisfy school policies.
  + Contribute to the maintenance of effective and efficient pupil and personal professional records.

In addition to the duties of a class teacher, the Key Stage Leader will

* establish good relationships, encourage good working practices, support and lead teachers in the Key Stage.
* work with the Primary leadership team to oversee all aspects of the Key Stage organisation and management, including preparing agendas, chairing meetings and recording minutes to ensure that school policies and practices are being delivered effectively and consistently.
* monitor and evaluate pupils’ progress, achievement and attainment across the Key Stage.
* monitor the provision for, and standards of attainment in, core subjects across the Key Stage.
* lead by example in all areas of the curriculum.
* monitor the standards of behaviour and achievement across the Key Stage.
* liaise effectively with other Key Stage leaders to ensure continuity and progression across the key stage.
* ensure co-ordination of a Key Stage action plan linked to whole school improvement targets.
* Lead a core area of the curriculum.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School’s health and safety policy.