

JOB DESCRIPTION

POSITION:	KS2/KS1 class teacher and literacy lead
GRADE:	MP1-UPS plus TLR
HOURS:	32.5 hours per week
RESPONSIBLE TO:	Deputy Head Teacher

Purpose of the Job:

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document. To support, hold accountable, develop and lead the teaching team in order to secure high quality teaching, the effective use of resources and high standards of learning and achievement for all pupils. To work in close collaboration with the Headteacher and senior leadership team to enhance whole school development: Actively support the vision, ethos and policies of the school and promote high levels of achievement throughout the school taking a leading role in raising standards, improving quality of teaching and staff development in reading and writing. In partnership with the Deputy Headteacher, monitor the quality of teaching and children's progress and attainment across the school in all aspects of literacy teaching.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Exemplify and share best practice across the school
- To model, coach and team teach alongside colleagues to develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline
- Model positive behaviour management and restorative approaches to managing conflict • To monitor all aspects of the curriculum alongside the Headteacher and SLT.
- Work with other professionals (both internally and externally) to ensure the use of comparative data and pupils' prior attainment, to establish benchmarks and set targets for and direct rapid improvement
- Develop and implement action plans to inform and address areas for improvements
- To review planning across KS2 to ensure coverage, progression and a range of learning experiences
- To liaise with other Phase Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

Staff Management and Development

- Where appropriate, to lead INSET for teachers and support staff on a range of relevant issues relevant to teaching and learning
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To be involved in assessing the professional development needs of staff
- Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
- Lead by example and encourage the practice of working as a strong team.
- Ensure that a professional demeanour and attitude is maintained by all staff in your team
- Mentor trainees, newly qualified teachers and support the induction of new staff



Leadership Responsibilities

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
- To lead and co-ordinate assessment of reading and writing information across the school in order to ensure consistent and accurate judgements of pupil performance

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part actively in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers, following the schools agreed procedures

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality leading others through modelling personal excellence
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Literacy Lead JD

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Recent UK based, successful primary teaching experience preferably in an urban context
Experience	<ul style="list-style-type: none"> • Knowledge of the aims, programmes of study subject content of the KS1 and 2 National Curriculum/ EYFS curriculum in literacy • Experience in teaching in at least 2 key stages • Knowledge of effective teaching and learning strategies • A passion for ensuring the best possible reading and writing outcomes for all pupils and an understanding of how to get them • Good literacy subject knowledge and the drive to improve this rapidly when needed • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using IT to support learning • Relevant experience of successful leadership at a whole school level • Taken a lead on curriculum or other teaching initiatives that have contributed to raising educational standards (desirable) • Some experience in resource, budgetary and personnel management
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for ALL children's attainment and progress driven by your own moral purpose • Self-awareness and the commitment to learning through feedback • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • The ability to "get things done," showing initiative and personal drive • The drive to improve own subject knowledge through professional reading, use of social media e.g. EduTwitter, subject expertise, membership of professional associations
Personal qualities	<ul style="list-style-type: none"> • Identify and take part in own professional development. • Active team player • Reflective and flexible

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 18.07.2022

Next review date: 18.07.2023

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____