

Job Description

School: Bulwell St. Mary's Primary & Nursery School
Post Title: Teacher & Early Years/KS1 Lead
Grade/Pay Range: MPS 1 – 6 / UPS 1 - 3 + TLR 2a
Hours/weeks: Full time permanent
Reporting to: Headteacher and Governors of the school
Department/Team: Teaching /SLT

Overall Purpose of Post

To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standards, to an Early Years or KS1 class as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.

To provide leadership in the development and management of EYFS and KS1.

The postholder is responsible for the supervision of the work of teaching assistants or Unqualified Teachers based in the class and within the EYFS and Key Stage 1.

To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Knowledge and understanding

- Have knowledge of and keep up to date with the Curriculum guidance for Early Years and Key Stage 1 National Curriculum and the Agreed Syllabus for RE.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
- Be familiar with the school's current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.

- Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

Planning, teaching and class management

- Plan and deliver, with regard for the school's aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged.
- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
- Evaluate your own teaching critically to improve effectiveness.

Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Set regular, ambitious yet achievable targets for the children.
- Provide reports on individual progress to the Head of School and parents as required.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

In addition to the duties and responsibilities of a teacher as listed above the post holder is also required to undertake the following Teaching and Learning responsibilities across EYFS and KS1:

- Lead the work of the Early Years and Key Stage 1 Teams, focussing on Standards, Teaching and Learning.
- Contribute effectively to the School Leadership Team.
- Identify school improvement issues relevant to EYFS and KS1.
- Monitor appropriate Key stage curriculum coverage for breadth, balance and creativity, to ensure full curriculum entitlement.
- To assess pupils' achievements and progress in accordance with the schools agreed policies and procedures.
- Analyse all end of term and year, teacher assessment and tests and identify strengths and areas for development.
- Lead moderation of work analysis sessions with appropriate Key Stage staff.
- Lead termly Key Stage planning and development meetings addressing key areas of development.

- Effectively Performance Manage members of the staff team as assigned by the HT.
- To monitor the implementation of the Early Years Foundation Stage and KS1 National Curriculum requirements.
- Manage pupil behaviour and standards according to school policy, encouraging a high standard of behaviour and mutual respect between all members of the school community.
- To co-ordinate the purchase, storage, maintenance and deployment of resources and equipment needed for the teaching of EYFS and KS1 in accordance with the school's policy.
- To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- To assist the head teacher in the preparation of reports relating to the teaching of Early Years and Key Stage 1 requested by the school's Governing Body or Transform Trust.
- Attend Early Years/KS1 networks.

In addition as a Curriculum Subject leader the role includes:

- Working with staff to develop, implement, monitor and review a policy and scheme of work.
- Working with staff on the implementation of assessment for their subject.
- Monitoring the delivery of the subject with regard to curriculum coverage, quality of teaching and learning, and standards of achievement and attainment.
- Scrutinising planning, children's work and analysing all relevant assessment data.
- Providing information, evaluation and long term planning for the School Development plan, including future resource requirements in the subject.
- Providing information and contribute effectively to the School's SIP visit and Self Evaluation Form.
- Keeping abreast of developments within the subject by attending appropriate network meetings and courses and providing a feedback briefing to whole staff.
- Leading and supporting staff through staff meetings, giving individual support and training and leading INSET
- Producing an annual curriculum action plan, identifying annual targets and objectives for the development of the subject
- Evaluating the action plan, reviewing strengths and weaknesses and identifying development priorities annually
- Providing a short written report to the HT to be presented to governors summing up the annual evaluation of the curriculum area

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

	<ul style="list-style-type: none"> • Is flexible and listens • Is prepared to seek advice and support. • Resilient under pressure. • Is approachable, caring and empathetic 		✓		✓	
Personal Qualities	<ul style="list-style-type: none"> • Must be willing to undertake training as required • Must ensure confidentiality in respect of pupils and information. • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the Trust's ethos, aims and whole community. 		✓		✓	
			✓		✓	
			✓		✓	
			✓		✓	

P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks