

## **Wyndham Park Infants' School & St. Mark's CofE Junior School**

### **Job Description**

<b>Job title:</b>	<b>EYFS or KS1 Leader</b>
<b>Contract type:</b>	<b>Full-time (Permanent)</b>
<b>Grade:</b>	<b>MPS/UPS + TLR2b</b>
<b>Line Manager:</b>	<b>Senior Leader</b>

#### **Main purpose of the job:**

- Take lead operational responsibility for the functioning of either KS1 or Foundation stage.
- Assist in a significant area of leadership and management agreed with senior leader.
- Take responsibility for attainment and progress of either KS1 or foundation stage.
- Lead a significant subject area – to be confirmed.
- Line manage, deploy and appraise identified staff in the year team.
- Assist in the smooth running of the school at all times, including being responsible in the absence of senior leaders.

#### **Duties and responsibilities**

In addition carrying out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document, the post holder receives a TLR2b:

#### **Leadership and management**

- Support and advocate the vision/ethos of the Primary Learning Collaboration and the Trust.
- Develop a whole school perspective of strengths and areas for development.
- Contribute to, implement and evaluate the success of the Academy Development and Improvement Plan (ADIP) relevant to your TLR area/Subject area.
- Ensure that the work of the team is inclusive and issues are addressed.
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments.
- Together with SLT, lead on the school self-evaluation process for your TLR area/Subject area including quality of education.
- As appropriate contribute to the writing of self-evaluation and policy documents.
- Manage effectively the transition of pupils to and from your year group.
- Promote cross curricular approaches to teaching and learning where appropriate.
- Be a proactive and effective member of the School Leadership Team.
- Be an effective role model for your year team in terms of teaching, behaviour and classroom management.
- Induct, mentor and support new staff e.g. NQT mentor.

## Teaching and learning responsibility

- Lead a significant subject area across the whole school.
- Have overall continuity, consistency, balance, match and progression.
- Support regular PPA (Planning, Preparation and Assessment) meetings with your team weekly.
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

## Monitoring and assessment

- Together with the School Leadership Team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting.
- Monitor standards including recorded work including reviewing/adjusting planning and curriculum design.
- Work closely with the senior leaders to monitor and evaluate standards across the year group/school.

## Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your areas of responsibility.
- Manage, monitor and accurately account for any budget for your subject/area.
- Evaluate, organise and monitor the use of resources.

## Staff development

- Act as an appraiser for personnel line managed.
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach.
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, cooperation and teamwork.
- Ensure you keep up to date with current developments in education and disseminate information as appropriate.

## Other

Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the senior leaders.

## Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

**Signature of post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Headteacher** \_\_\_\_\_ **Date** \_\_\_\_\_