

Key Stage Leader/Class teacher

MPS / UPS + TLR2a

(Based initially at Beacon ACE Academy)

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2002, the required standards 2013, other current educational legislation and the Trust's articles of government.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

A Planning, teaching and class management, to:

Be committed to a child centred approach to learning in which the child is encouraged to be autonomous and learns from firsthand experience.

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- monitoring and intervening to ensure sound learning and behaviour
- use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating their own teaching critically to improve effectiveness;

To ensure that the Staff Planning Handbook is kept up to date and accurately reflects the planning, teaching, assessment and recording that is taking place.

B Monitoring, assessment, recording, reporting - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work (as agreed in Assessment and Feedback policy) and set targets for progress;
- assess and record pupils' progress systematically and keep records/portfolios to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

C Other professional requirements - to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.

In addition to the requirements of a class teacher, areas **of subject responsibility** and key tasks:

D. Strategic direction and development of Reading with the support of, and under the direction of, the Headteacher and leadership team to:

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the areas which motivates and supports other staff and encourages a shared understanding of the contribution the areas can make to all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop plans for the areas which identify clear targets, times-scales and success criteria for development and/or maintenance in line with the school improvement plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

E. Teaching and learning- to:

- use own class as an example of high quality teaching and learning in the areas;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning intentions through an agreed scheme of work, developed in line with the school improvement plan;
- establish clear targets for achievement in the areas and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
- evaluate the teaching of the areas by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

F. Leading and managing staff - to:

- enable all teachers to achieve expertise in planning for and using the areas through example, support and by leading or providing high quality professional development opportunities;
- ensure that the Headteacher, L.T. and governors are well informed about policies, plans, priorities and targets for the areas and that these are properly incorporated into the school improvement plan.

Effective deployment of resources - to:

- support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including IT applications to the areas;
- support the Headteacher by maintaining efficient and effective management of the expenditure for the areas;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject

In addition to other requirements, areas of responsibility and key tasks:

To develop high levels of professionalism and leadership in the role **of Key Stage Leader**.

A. Strategic direction and development of the school - in cooperation with, and under the direction of, the Headteacher to:

- support the vision, ethos and policies of the school and promote high levels of achievement;
- support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;

- support **staff** in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- support the monitoring and evaluation of the effectiveness of the school's policies and developments;
- ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

B. Teaching and learning - to:

- develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- support the Headteacher and Assistant Headteachers in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- support the Headteacher and Assistant Headteachers in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development;
- through effective team working, lead strategically on the development and provision of the core and wider curriculum;
- support in the management, organisation and coordination of assessment across the phase (internal and statutory);
- through effective team working, support in the strategic and operational leadership and provision for disadvantaged and vulnerable pupils.

C. Leading and managing staff - to:

- support the Headteacher and Assistant Headteachers in developing positive working relationships with and between all staff and provide and sustain motivation;
- **lead staff** in key stage meetings and developmental activities, delegate appropriately and evaluate outcomes;
- support the Headteacher and Assistant Headteachers in the implementation of the school's performance management policy;

D. Effective deployment of staff and resources - to:

- support the Headteacher and Assistant Headteachers in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- support the Headteacher and Assistant Headteachers in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- work with the Headteacher, Assistant Headteachers and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

E. General - to;

- act as "critical friend" and provide effective professional challenge and support to the Headteacher and Assistant Headteachers;
- provide information and advice to the Headteacher, Assistant Headteachers and governing body and support proper accountability processes throughout the school;

F. Specific responsibilities - to;

- take on specific tasks related to the day to day administration and organisation of the school;
- take on any additional responsibilities which might from time to time be determined.

Agreed by :

Signed

Headteacher signed Date