**St Felix Roman Catholic Primary School**

**JOB DESCRIPTION**

**KS1 Leader**

**Accountable to: the Headteacher**

Additional Payments: TLR2a per FTE

As a member of staff at St Felix you are responsible for promoting and sustaining its Catholic character and ethos.

**Teaching and Learning**

* Lead, manage and promote high-quality teaching and learning across the key stage.
* Work in conjunction with the Headteacher and other relevant members of staff in developing a curriculum framework for the key stage.
* Implement strategies for teaching and learning that are appropriate for all pupils, regardless of their ability or needs, working alongside the designated safeguarding lead and SENDCo where necessary.
* Display exemplary classroom practice which meets the aims and objectives of the school and secures high-standards of learning and behaviour.
* Monitor the quality of teaching and learning across the key stage, utilising methods such as lesson observation and work scrutiny.
* Monitor and evaluate the impact of teaching and learning across the key stage in conjunction with Headteacher to guarantee continuity and progression and identify areas for improvement.
* Work as a member of the leadership team to monitor and promote effective pupil progress.
* Take responsibility for organising additional learning opportunities, e.g. intervention sessions.
* Make sure the classroom environment promotes the highest standard of work by all pupils.
* Develop effective ways of overcoming barriers to learning in conjunction with the Headteacher and other relevant members of staff.
* Assist in creating and implementing positive strategies that celebrate diversity.

**Assessment and reporting**

* Take responsibility for the organisation and administration of assessment across the key stage, ensuring that statutory requirements are met and school procedures are followed.
* Collate assessment information in conjunction with the Headteacher and other relevant members of staff.
* Contribute to monitoring, analysing and reviewing the effectiveness of policies, priorities and targets, in light of assessment data.
* Ensure appropriate strategies are implemented in the key stage to combat areas for improvement highlighted by assessment data.

**Leadership**

* Be a member of the leadership team.
* Attend leadership meetings as required and report back to staff when necessary.
* Lead and manage staff members working in the key stage.
* Effectively contribute to leadership discussions and decisions.
* Adopt a positive attitude that motivates and inspires other members of staff, helping to enable staff to carry out their roles to the highest standards.
* Plan, organise and lead regular meetings with key stage staff.
* Take responsibility, in conjunction with other relevant members of staff, for the induction of new staff in the key stage and act as a mentor to new staff.
* Take the lead, where appropriate, on communication with parents and the wider school community in relation to the key stage.
* Work with parents to resolve any concerns within the Key Stage.
* Undertake performance reviews of key stage staff, in conjunction with the Headteacher as appropriate.
* Contribute towards the recruitment and interviewing process for new staff members in the key stage.
* Assist in the creation and implementation of the school development plan, especially aspects that relate to KS1.
* Support other staff members in achieving the priorities and targets of the school.
* Lead new initiatives across the whole school, especially in KS1.
* Assist in developing and enhancing the KS1 curriculum.

**Other**

* Undertake tasks related to the day-to-day administration and organisation of the key stage, as requested by the Headteacher.
* Undertake any additional tasks and responsibilities relating to the key stage, as determined by the Headteacher.
* Undergo appropriate training opportunities to promote professional effectiveness in the role.
* Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

*Note:*

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder.

In any event the Headteacher reserves the right to review and amend the job description.

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications/Professional Development** | | |
| Education | Qualified teacher status | Working towards further qualifications |
| Professional Development | Evidence of continued professional development | Catholic Certificate in Religious Studies. |
| **Experience** | | |
| Teaching | Evidence of being an excellent teacher in a relevant environment.  Evidence of having raised standards.  Excellent phonics practitioner | Experience of working in a  Catholic School. |
| Management | Experience of managing resources.  Experience as a subject leader. | Experience of managing other staff |
| **Curriculum** | | |
| Learning & teaching | Awareness of current developments in education and the implications of these for learners and teachers. Understanding of the process of performance management. Practical understanding of effective strategies for learning and teaching. Understanding of strategies to evaluate the quality of learning and teaching. | Experience of Ofsted inspection or peer review. Experience of working in a team to raise standards. |
| Standards of Achievement | Understand characteristics of high achievement. Understand strategies to evaluate standards of achievement. Knowledge of the SEND code of practice. Understand the target setting process. Understand effective use of data to improve learning. | Experience of using data analysis to ensure the progress and attainment of all groups |
| National Curriculum | Understand the effective planning of the national curriculum, including assessment for learning and record keeping. | Experience and/or understanding of planning across Maths. |
| Parents and the Community | Understanding of the role which parents and the wider community can play in raising standards of achievement. | Experience of working in partnership with parents to help raise standards of achievement. |
| Governance | Awareness of the role which governors play in raising standards of achievement. | Understanding of the role which governors play in raising standards of achievement. |
| **Skills** | | |
| Leadership | Understanding of the role which team leaders play in helping to raise standards of achievement.  Understanding the role of Key Stage leader.  Ability to motivate pupils and staff. | Understanding of the process of school development planning.  Involvement in developing, delivering and monitoring aspects of a school or subject development or action plan. |
| Management | Understanding of strategies for managing change within a school | Experience of budget management for at least a subject. |
| **Attributes** | | |
| Relationships | Ability to establish and maintain good relationships with pupils, colleagues and parents.  Commitment to the school’s wider community.  Ability to be a team player, keen to engage in all aspects of the life of our school. |  |
| Interpersonal | Be supportive of the Catholic Ethos of the school  Ability to communicate effectively verbally and in writing.  Competent in the use of ICT. Flexible thinker and approachable.  Resilient under pressure. Able to deal sensitively with people and resolve problems.  Positive, enthusiastic and motivated approach to working with children and colleagues. |  |
| **Attitudes** | | |
| Philosophy | A clear understanding of how children learn best.  A commitment to raising standards of achievement through partnership. A clear desire to help each child to achieve the best they can.  An understanding of no year wasted.  An understanding of how effective learning is seen in classrooms and what teachers must do to ensure that children learn effectively |  |