

TWERTON INFANT SCHOOL & NURSERY

Poolemead Road, Twerton, Bath, BA2 1QR

T 01225 423526

E twerton_inf@bathnes.gov.uk

<http://twertoninfant.school>



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| POST TITLE: KS1 Leader | GRADE: MPR/UPR + TLR2 |
| RESPONSIBLE TO: Headteacher | |
| DATE: APRIL 2016 | |
| <p>TLR: Level 2</p> <p>In addition to the responsibilities of class teacher as set out in Twerton Infant School & Nursery class teacher job description and the school teachers' pay and conditions document you will also exercise your professional skills and judgement to carry out, in a collaborative manner, the following duties and responsibilities:</p> <p>Responsible for: KS1 Team</p> <p>Purpose of the post:</p> <ul style="list-style-type: none">• To lead the staff of the KS1 Team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.• To take an active role in the leadership and management of the school as a member of the senior leadership team and to promote the wellbeing of staff and pupils in the school. <p>Responsibilities of the post:</p> <p>Impact on educational progress beyond the teacher's assigned pupils</p> <ul style="list-style-type: none">○ Manage pupil review processes and procedures at Key Stage○ Manage pupil transition, liaising with prior and next phase leaders○ Monitor the progress of individual pupils – ensuring appropriate targets exist for individual pupils and for each cohort as a whole○ Managing Termly and End of Year Assessment process and liaising with Headteacher regarding this○ Ensuring that pupils experience an educational programme that is personalised to their particular needs identified through a robust assessment system including liaising with Inclusion Leader○ Co-ordinate end of year reports for KS1 classes○ Take part in and help organise parent-teacher consultation meetings○ Arrange and promote activities within KS1○ Contact parents to discuss pupil behaviour where necessary and refer issues to Headteacher <p>Leading, developing and enhancing the teaching practice of others</p> <ul style="list-style-type: none">○ Monitor, assess and develop the teaching and learning practice sharing judgements with teachers and support staff as appropriate○ Work with teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school○ Lead on Inset days, team meetings, Professional Development Meetings○ Identify key professional development needs○ Provide Appraisal for support staff within KS1 | |

Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum

- Establish, introduce and update policies for the KS1 area of the school
- Manage pupil review processes and procedures in the Key Stage
- Review and recommend schemes of work and provision appropriate to KS1
- Set learning goals to be included in the School Development Plan

Leadership and Management responsibility

- Lead and manage a team of class teachers and support staff
- Update teachers on changes to school policy
- Support the professional development of teachers and other staff in the Key Stage, addressing issues with performance with supportive intervention
- Membership of Senior Leadership Team – liaise with other members to ensure continuity and progression in teaching and learning and professional practice
- Contributing to relevant sections of the School's Evaluation Form

Resources/Administration

- Manage the resources of the team effectively
- Organise the rota for assemblies/playground/library etc with class teachers
- Liaise with other schools to arrange pupil transfers

Other

- Undertake decision making and policy development across the school within SLT
- Maintain lines of communication between leadership group and staff
- Liaise with outside agencies
- Get to know all pupils in KS1 as well as possible
- Develop positive parent engagement with parents of pupils in KS1
- Monitor KS1 pupil attendance and punctuality

| Person Specification: Key Stage 1 Leader | | |
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| | Essential | Desirable |
| Qualifications | Qualified Teacher status | Evidence of relevant INSET/training related to Key Stage Two and commitment to further professional development |
| Experience | At least four years teaching in KS1 An excellent classroom practitioner able to lead by example Experience of observing and evaluating the quality of teaching and learning; mentoring or supporting colleagues | Working in partnership with parents/ carers and multi-agencies; Experience of managing a budget Experience of KS1 Assessment |
| Knowledge and understanding | Sound understanding of skills and attributes involved in effective KS1 practice. Understanding of current good practice in child development | Training in leadership and management issues The links between schools, especially partner schools. |

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| | <p>Theory and practice of providing effectively for the individual needs of all children (e.g. primary organisation, learning strategies, differentiation);</p> <p>Planning and preparation of learning activities informed by National Curriculum.</p> <p>Experience of a range of summative and formative assessments; monitoring and assessment of children's progress;</p> <p>Familiarity with and commitment to Equal Opportunities, Health & Safety, SEND and Child Protection policies and procedures;</p> <p>The purpose and application of Individual Education Plans/Behaviour Care Plans.</p> | Experience of wider reading and educational issues |
| Skills | <p>Ability to inspire and motivate and encourage others</p> <p>Good communication skills – ability to talk to children, parents and colleagues; openness and willingness to address and discuss relevant issues and to deal with challenging questions.</p> <p>Ability to observe, assess and interpret children's learning behaviour, identifying learning needs and employing teaching styles/strategies and techniques to ensure good progress and raise standards, including vulnerable groups such as SEND, BME, EAL.</p> <p>Ability to create a happy, safe, challenging and effective learning environment.</p> <p>Ability to analyse data to assess performance and progress to report analysis to staff and governors and act on performance data.</p> <p>Establish good personal relationships within a team; ability to communicate clear expectations; ability to lead performance management for Infant staff. To engage professionally in activities such as moderation and collaborative planning.</p> <p>Ability to manage own workload effectively and respond swiftly to tight deadlines.</p> | <p>Experience of working in Foundation Stage and Key Stage 1</p> <p>Able to develop strategies for creating community links.</p> <p>Maintain a personal commitment to professional development linked to the aspects relevant to the post.</p> |
| Personal Qualities and Attributes | <p>High expectations and a commitment to raising standards of attainment</p> <p>Well organised, calm, positive</p> <p>Effective team member able to lead discussions in a professional way</p> <p>Flexible approach and an ability to embrace change and respond positively, helping others to manage the change process – ability to think on your feet</p> <p>High level of written and oral communication skills</p> <p>Resilient, cheerful and positive</p> | Ability to work independently and proactively |