

# **St Anne's Infants' School**



## **Job Description: TLR 2a; Curriculum and Key Stage 1 Leader**

You will be responsible to the Headteacher to provide professional leadership in the area which you lead. You will be expected to promote and support the progress of all children to achieve the highest possible standards. You will have impact on educational progress beyond the assigned pupils you teach.

The range of duties listed below describe the role of a class teacher, with additional responsibility, but do not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation, as well as within LA and school policies and guidelines on curriculum and organisation. Specific variations will be made by negotiation with the Headteacher and Governing Body.

### **Duties specific to teachers with TLR 2a (Curriculum and Key Stage 1 Leader)**

#### **The teacher will have responsibility for:**

- Developing an enriching, inspiring and empowering curriculum, with a particular focus on the foundation subjects, in order to raise attainment (whole school).
- Supporting the improvement of standards and achievement in the foundation subjects across the school.
- Developing the work of foundation subject leaders in order to improve outcomes and ensure continuity and progression.
- Liaising with the EYFS Leader and core subject leaders, to ensure a relevant, cross-curricular and creative approach to curriculum delivery.
- Supporting the SLT in ensuring that the curriculum is relevant and best meets the needs of the children at St Anne's Infants' School.

### **Curriculum and Phase Leader Role Description**

#### **Knowledge and Understanding**

- Demonstrate a secure knowledge and understanding of foundation subjects across the school.
- Have knowledge and understanding of the strategies for improving and sustaining high standards of teaching, learning and achievement of all pupils.
- Keep up to date with any changes to the National Curriculum and disseminate that information to staff.
- Have knowledge of the EYFS, in order to help facilitate transition to Key Stage One.

### **Planning and Setting Expectations**

- Establish, with the involvement of relevant staff (in particular foundation stage subject leaders), short, medium and long term plans for the development and resourcing of the subjects.
- Support subject leaders in setting priorities, targets and action plans for the subjects.
- Support subject leaders in planning, organising and implementing specialist events, activities and weeks relating to the subject, in relation to the planned curriculum.
- Monitor the quality of planning and learning outcomes.

### **Teaching and Managing Pupil Learning**

- Act as a role model for other staff, modelling good practice.
- Ensure curriculum coverage, continuity and progress in the foundation subjects for all pupils.
- Ensure effective links are made between curriculum areas.
- Promote inclusion at all times.

### **Pupil Achievement**

- Establish clear outcomes for pupil achievement and support subject leaders in evaluating progress towards meeting those outcomes.
- Review achievement and standards in the subject areas, together with the outcomes of any planned actions and feed back information to the Senior Leadership Team, in order to inform school self-evaluation.

### **Assessment and Evaluation**

- Monitor and evaluate skills coverage and standards of attainment in the foundation subjects and ensure outcomes are met.
- Where appropriate, analyse and interpret national, local and school assessment data to inform policies and practices, identify gaps in attainment and set actions for further improvement.
- Support subject leaders in establishing and implementing clear policies and practices for assessing, recording and reporting on pupil achievement.

### **Relationship with Parents and the Wider Community:**

- Direct subject leaders in establishing a partnership with parents/carers to involve them in their child's learning, as well as providing information about the curriculum.
- To promote the subjects in school and the wider community, liaising and communicating effectively, orally and in writing, with governors, other schools in the area and external agencies.
- Develop effective links with the local community in order to enhance teaching and learning opportunities.

### **Managing and Developing Staff and Other Adults:**

- Lead professional development of staff by planning and leading staff meetings and INSET days.
- Assist in the appraisal of staff, including taking part in classroom observations as required.
- Evaluate the impact of training and development activities and report back at meetings.

### **Managing Resources:**

- To support foundation subject leaders in auditing and evaluating resource needs.

**Strategic Leadership:**

- Create a climate which enables other staff to develop and maintain positive attitudes towards the development of the curriculum and the foundation subjects and confidence in teaching them.
- Show enthusiasm for the creative delivery of the curriculum, influencing excellent classroom practice by example.
- Develop, implement and update policies and ensure continuity, progression and effective teaching and learning throughout the school.
- Keep the Senior Leadership Team and governors informed of all relevant developments, initiatives and issues relating to the curriculum.
- Carry out any other duties which might be reasonably requested by the Headteacher.

**TLR 2a holders will work as part of the Senior Leadership team to:**

- Lead by example, creating and maintaining a positive ethos and demonstrating professional behaviour and attitudes at all times.
- Be a positive role model for other members of staff in all matters relating to class organisation, teaching, learning, assessment and professional conduct.
- Establish and implement policies and practices which ensure high achievement and effective teaching, learning and assessment.
- Monitor and evaluate policies and practices, including teaching, learning and assessment.
- Monitor standards.
- Lead KS1 meetings focused on high standards.
- Lead practice by demonstrating high expectations in terms of quality of the displays and organisation of the learning environment.
- Monitor books and planning and provide feedback to teachers and SLT.
- Lead assemblies attended by children and staff.
- Attend Leadership Team meetings.
- Taking part in professional development activities which support and develop the role in leadership and management.
- Carry out any other duties to ensure the smooth running of the school which might reasonably be requested by the Headteacher.