

Job Description

Graded a good school with outstanding leadership, by Ofsted and outstanding in all areas in its SIAMs inspection

RECEPTION TEACHER, KS1 AND ENGLISH LEAD

About our school

- Emmanuel Community School is a Christian school seeking to serve local children of all faiths or none
- It opened in September 2012
- It was graded 'good' overall with 'outstanding' for leadership and management at its first Ofsted inspection in July 2014 and continued to be 'good' in our inspection in December 2018 and 'outstanding' in all areas in its SIAMs inspection in March 2017
- This is a wonderful opportunity for someone with the vision and skills required to help move the school from good to outstanding

Emmanuel Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main purpose

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document. To support, hold accountable, develop and lead the teaching team in order to secure high quality teaching, the effective use of resources and high standards of learning and achievement for all pupils in Reception & KS1.

- Actively support the vision, ethos and policies of the school and promote high levels of achievement throughout
- To take a leading role in raising standards, improving quality of teaching and staff development focused particularly on children in Reception & KS1
- In partnership with the Senior Leadership Team, monitor the quality of teaching and children's progress and attainment in Reception & KS1
- To support the Senior Leadership Team to manage the day-to-day organisation of the school
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- Report to Governors as appropriate.

Duties and responsibilities

Strategic direction

- Be an active member of the school Leadership Team and work in partnership with Senior Leadership Team in reviewing whole-school policies and practice
- Promote a positive image of the school and the achievements of its pupils
- Set high expectations which inspire, motivate and challenge pupils
- Develop effective teaching and learning strategies
- Promote and monitor the use of school policies within the subject
- Contribute to school improvement planning, including creating subject action plans and evaluating the effectiveness of the subject



Staff Management and Development

- Be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards
- Lead and co-ordinate assessment information across Reception & KS1 in order to ensure consistent and accurate judgements of pupil performance
- Present a coherent and accurate account of pupil and team performance in a form appropriate to a range of audiences, including Governors, the Trust, the local community, and OfSTED
- Where appropriate, to lead INSET for teachers and support staff on a range of relevant issues relevant to teaching and learning
- Support the Headteacher and Deputy Headteacher in appraisal of staff
- Work in partnership with the Headteacher and Deputy Headteacher in developing appropriate management structures in the school
- Undertake phase and whole school assemblies as necessary
- Work collaboratively with the Governing Body on issues of school improvement particularly focused on Reception & KS1
- Play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community
- Be a strong advocate for change and champion school improvement
- Establish positive working relationships among colleagues, modelling effective teamworking and support
- Help colleagues develop positive communication with pupils and parents
- Look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- Assist in the recruitment, selection, induction and development of staff
- Demonstrate a commitment to their own continuing professional development and that of all staff
- Be involved in assessing the professional development needs of staff
- Be involved, with the SLT, in planning, implementing and evaluating a broad and balanced curriculum
- As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff focused particularly on Reception & KS1
- Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
- Lead by example and encourage the practice of working as a strong team
- Ensure that a professional demeanour and attitude is maintained by all staff in your team
- Mentor trainees, newly qualified teachers and support the induction of new staff

Professional development

- Provide training, practice and coaching so all staff become experts in teaching reading, spelling and writing
- Attend relevant training courses and share new knowledge with colleagues

Monitoring and assessment

- Quality assure data within the subject to ensure it is accurate, reliable and valid
- Analyse internal and external assessment data to track pupil progress and attainment
- Identify where pupils have learning gaps or are not making the expected progress, and make sure interventions target these

- Monitor the quality of teaching and learning across the subject, including book scrutinies, teacher planning scrutinies, lesson observations and learning walks
- Moderate assessment to make sure teachers are making accurate judgements of pupils' progress

Administrative Responsibilities

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Ensure that you remain up to date on developments and issues with regard to the leadership and curriculum of the school
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties

English/literacy responsibilities

The subject leader will take lead responsibility for providing leadership and management for English/literacy to secure:

- High-quality teaching and subject knowledge of staff
- A coherently planned and sequenced curriculum in English
- Improved standards of learning and achievement for all
- Consistent assessment and accurate teacher judgements within the subject
- Effective use of resources

Managing resources

- Audit, check and manage English/literacy resources termly, to ensure they are available, up to date, varied and diverse, and match pupil and curriculum needs
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils

Subject knowledge and curriculum development

- Use extensive, up-to-date subject knowledge to lead English/literacy across the school, and keep up to date with developments in pedagogy and the curriculum
- Oversee the planning of curriculum content, ensuring it is well sequenced to promote pupil progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Work with teachers and other subject leads to build links between the English curriculum/literacy skills and the wider curriculum
- Promote a high standard of speaking, listening, writing and reading of English among colleagues
- Demonstrate a clear understanding of systematic synthetic phonics and share this practice with colleagues

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.