

<b>Job Description</b>	
<b>Post:</b>	KS1 leader and English leader
<b>Pay Scale:</b>	TLR 2a
<b>Responsible to:</b>	Headteacher
<b>Main Location:</b>	St Joseph's RC Primary School
<b>Main Duties</b>	
<b>Responsibilities and Duties</b>	
The post holder is expected to undertake the professional duties of a schoolteacher within the School Teachers' Pay and Conditions Document together with the more specific duties/responsibilities which are listed below.	
<b>TLR role and responsibilities</b>	
<b>Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum - in the first instance English</b>	
<ul style="list-style-type: none"> <li>• To provide strategic leadership for the development and management of English throughout the school.</li> <li>• To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.</li> <li>• To develop and monitor schemes of work for English across the whole school and ensure successful implementation which meets curriculum requirements.</li> <li>• To have an overview of and contribute to the planning and delivery of continuous professional development and training related to English.</li> <li>• To develop strategies for the use of English to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.</li> <li>• To monitor and evaluate pupil progress across the school in English.</li> </ul>	
To be applied in conjunction with class teacher job description.	
<b>Assessment Recording Reporting</b>	
<ul style="list-style-type: none"> <li>• To adhere to the data / record keeping systems across the school and use appropriate data to inform target setting for individual pupils and students.</li> <li>• To ensure work is marked, assessed, and recorded appropriately.</li> <li>• To attend Parents' Evenings, produce accurate reports on all pupils / students in the reviewing and reporting to parents, processes, meeting deadlines and setting appropriate targets.</li> <li>• To support the Target Setting and Review Day processes, checking and reinforcing targets. To monitor pupil and student progress and identify, encourage, and reward success.</li> </ul>	
<b>General Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Attend and participate in staff meetings, training, and briefings as appropriate.</li> <li>• Be aware of, and comply with all Trust policies and procedures, in particular those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.</li> <li>• Contribute to the overall ethos, work, and aims of the Trust.</li> </ul>	

- Be committed, passionate, dynamic, and supportive.
- Be innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- Commitment to high attendance
- Ability to relate well to children and adults.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

<b>Person Specification</b>		
<b>Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application</b>		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
Please see class teacher job description		
<b>Knowledge &amp; Experience:</b>		
Experience of leading a core subject across a primary school	E	A/I/R
Experience of leading a key stage within a primary school	E	A/I/R
<b>Technical Skills &amp; Ability</b>		
Please see class teacher job description		
<b>Personal characteristics</b>		
Please see class teacher job description		