

Townfield Primary School
Respect, responsibility and resilience



Job Description

The Staff at Townfield Primary School are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the school is that all staff view their employment at the school in that spirit.

TLR- English Lead/Key Stage Coordinator

Job Description

Post Title	TLR- English Lead/Key Stage Coordinator
Grade / Salary	M1 to UPS plus TLR £2873
Contract Type:	Permanent
Working Time:	Full time
Reporting to:	Headteacher & SLT
Liaising with:	
Disclosure Level:	Enhanced
Probationary Period:	

Summary of the overall purpose of the job

- To provide professional leadership and management and to be accountable for high quality learning and teaching, standards of achievement and the efficient and effective use of resources across the School. To teach pupils in the age range 4-11 years. This is a Teaching and Responsibility post and, as such, requires you to be responsible for ensuring the continued delivery of high-quality teaching and learning, for which you are made accountable through the coordination of a core curriculum and learning and teaching activities across the school.

Key Duties & responsibilities

The duties outlined in this job description are in addition to those covered by the current School Teachers' Pay and Conditions Document. This job description may be modified by the Headteacher, with your agreement, at a later date.

Strategic direction and development of the school in cooperation with, and under the direction of, the Headteacher to:

- Support the vision and policies of the school and promote high levels of achievement.
- To ensure statutory requirements for your leadership responsibility / curriculum area are met
- To be responsible and accountable for the leadership, development and standards in your designated areas of responsibility.
- To analyse and interpret data related to pupil achievement in English
- In line with the school's monitoring programme, to take responsibility for monitoring standards and to advise on actions necessary to improve standards taking account of all pupils' individual needs.
- To monitor and evaluate Teacher assessments/test results as appropriate and general pupils' progress, advising the Head Teacher and Leadership Team on action required to raise standards and evaluating impact of such actions on the children's learning
- To prepare and review, subject leader reports for your areas of responsibility and develop Improvement Plans within the national and local context, feeding into the School Priority Plan.
- To undertake new initiatives aimed at raising standards and develop links with support and other outside agencies.
- To monitor and evaluate the impact of intervention programmes and initiative on standards. To establish and maintain communication with the designated link Trustee and Full Trustee Board, fully aware of all developments Learning and Teaching
- To have specialist and up to date knowledge of Reading, Writing and Vocabulary.
- To demonstrate good practice in your areas of responsibility, using a range of teaching and learning styles and to support all staff that teach or provide teaching support within your areas of responsibility.
- Develop a classroom environment and teaching practice which secures effective learning and teaching across the breadth of the curriculum and provides a high-quality professional role model to all staff.
- To establish good relationships, encourage good working practices and support and lead teachers throughout the school.
- To be responsible for the preparation, implementation and regular review of the Policy documentation for your area of responsibility- English (i.e. Policy Statement/Guidelines and Scheme of Work)
- To promote a love of learning and implement new initiatives aimed at raising standards.
- To control, evaluate and requisition materials and resources within your areas of responsibility.
- To maintain an up to date list of resources available and to coordinate the use of a suitable safe, tidy and efficient storage and retrieval system

- To develop a classroom environment and teaching practice which secures effective learning and teaching across the breadth of the curriculum and provides a high-quality professional role model to all staff
- To ensure continuity and progression through agreed schemes of work, in line with the School Priority Plan and transition plans.
- To develop strategic plans which identify clear targets, timetables and success criteria, in the context of the SPP and inform Trustees.
- Support the Headteacher in the monitoring and evaluation of the standards and quality of learning and teaching and children's achievement including the analysis of performance data.
- Support the Headteacher in developing links with parents, other schools, educational institutions and wider community, including business and industry, in order to enhance learning and teaching and children's personal development.

Leading and managing staff

- Throughout the school, work with the SENDCO to lead, manage and support staff including Teaching Assistants who are involved with Read and Write initiatives or supporting in class Literacy.
- Support the Headteacher in developing positive working relationships with and between all staff to provide and sustain motivation.
- Work with the Headteacher in establishing priorities for expenditure within your areas of responsibility.

School specific duties

- Undertake any professional duties reasonably delegated by the Headteacher.
- To participate actively in supporting the principles and practice of equality of opportunity as laid down by school policy.

Key Stage Leader

- Leading discussion about teaching, learning and curriculum development
- Offering support and guidance, particularly to your Key Stage colleagues and pupils
- Supporting your Key Stage staff in behaviour of pupils. Working with parents and the School Mentor.
- Having an overview of standards and progress in your Key Stage and keeping the SLT updated on standards and progress
- Liaising with other Key Stage leaders and teachers to ensure continuity in transitions between key stages

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Headteacher to reflect or to anticipate changes in the job commensurate with the grade and job title.