****

**HOUNSLOW HEATH INFANT & NURSERY SCHOOL**

|  |
| --- |
| **Job Description** |

|  |  |
| --- | --- |
| **POST TITLE:** | **Teacher – Leader of Learning YR2** |
| **REPORTS TO:** | **The Headteacher & Governing Body** |
| **PURPOSE OF POST:** | **To lead the Teaching and Learning in Year Two and to support the Assistant Head teacher in strategic direction and development.** |
| **HOURS:** | Full time - Term Time Only  |

**Teaching and Learning:**

**To assume responsibility for the on going development and delivery of the KS1 curriculum, which is based on opportunities for developmentally appropriate learning**

* *Be accountable for the year groups teaching and learning through;*
* *modelling good practice*
* *monitoring of provision (access and activities)*
* *motivate staff during informal discussions that share the ethos and vision of the school*
* *Leading the planning meetings; ensuring coverage, progression, challenge and motivation for all pupils. Follow the school policies and procedures for consistency. Ensure planning is completed on time, by all the team, resource collation organised and methods discussed to support* ***how*** *to teach.*
* *setting up the learning environment for challenge and ensuring consistency between classes*

**To ensure teaching standards in phase are Good or Outstanding**

* *Observe team regularly to ensure high standards for pupil progress and consistency across the phases*
* *Identify staff strengths and address areas to develop under guidance of the AH*

**Monitor pupil progress**

* *Working with AH for Data and AH for phases identify pupil progress, groups underachieving and implement an action plan to address. Carry out book/work monitoring to ensure progress, standards, consistency and school policies being followed.*

**Work with pupils and staff to ensure that realistic expectations of behaviour and achievements are set for all pupils**

* *Modelling and discussing positive behaviour management strategies with the team.* ***Consistent*** *approaches used for behaviour strategies by all staff under the Assistant Head’s guidance.*

**Monitor the effective use of resources (including personnel), appropriate teaching and learning activities and target setting to meet the needs of pupils with support of the Assistant Head**

* *Report to the Assistant Heads on the use of resources and help set priorities for future spending. Be responsible for the consumables budget in the year group. Ensure the deployment of staffing is meeting the needs of the pupils and have regular discussions with the Assistant Heads and SEN Co.*

**Model outstanding teaching**

* *PM observations to be at the level of good or outstanding. Daily practice to model the ethos of the curriculum and the school. Inspiring others in planning meetings through sharing good practice and informally through discussions.*

**Leading year team in agreed systems for monitoring and recording progress made by pupils**

* *Lead on agreed systems, ensure timetabling is in place for assessments to occur and model how to manage workload. Be aware of deadlines and support team to meet them in advance. Alert AH of any inconsistencies.*

**Know how to recognise and deal with stereotyping in relation to disability or race**

* *Address issues and report to Assistant Heads*

**Maintain and develop effective partnerships between parents/carers and the school**

* *Develop, with the Assistant Heads, parental involvement and lead by example.*

**A member of the Leadership Team**:

**Display a professional approach to all aspects of the role.**

* *Demonstrate a professional attitude. Attend meetings ready to share information and be available for staff before and after school. Model an effective organised classroom*

**Taking an active role in the School Leadership Team.**

* *Attend and contribute to meetings, fulfil tasks set*

**Leading staff in the development of a positive ethos, in which all pupils have access to a broad, balanced and relevant curriculum.**

* *Sharing the vision and modelling at all times. Motivate during planning meetings; ensuring curriculum coverage and each child’s needs are taken into account.*

**Ensuring that the learning objectives in planning are consistently delivered by all members of the year team**.

* *Hold regular planning meetings with all year staff. Monitoring lessons to ensure the learning is the same throughout the classes.*

**Supporting the moderation process for KS1 to ensure consistent and accurate judgments are made about children’s progress**

* *Ensuring all staff are comfortable with levelling pupils and model good practice in moderation meetings. Give extra support to colleagues new to the year group.*

**Contributing to school self evaluation processes and development planning**

* *Working with SLT and Phase co-ordinator to evaluate and plan future developments*

**Support the Year team with SATs**

* *Ensure teachers are aware of SATs procedures, that pupils are prepared through strategic planning, that tests are carried out accurately and pupils are given the support they need to reach their potential. That resources are available and timetables created in advance.*

**To support with analysing and interpreting relevant national, local and school data (e.g. Pupil Asset, PIPS, Phonic screening,) to inform policy and procedures and use to inform provision, reporting to the Headteacher and Governors as appropriate**

* *Ensure team submit data by deadlines and work with the Assistant Heads to identify areas and groups of pupils and plan and implement relevant next steps*
* *Use Pupil Asset to track the year group, to be identify vulnerable groups and work with the Assistant Heads on strategies for areas of concern*

**Leading and Managing Staff:**

**Help staff, including Teaching Assistants, to achieve constructive working relationships with pupils that will enhance their learning**

* *Through planning meetings and informal discussions show a professional disposition.*
* *Support the induction of new staff in routines, H&S procedures, assessment procedures and school policies. Be a mentor to NQTs to give in depth assistance.*

**Collaborate with the Assistant Heads on administrative procedures to promote effective and consistent systems**

* *Email and meetings with Assistant Heads on success of systems. Model uses.*

**Provide regular information to the Assistant Heads on the on the evaluation of the effectiveness of the provision for pupils**

* *Through meetings with the Assistant Heads and collation of data*.

**Lead staff to ensure strategies for promoting inclusion are in place**

* *Work with the SEN Co, Head of Centre and AH to ensure pupils are all accessing their Inclusion Plan. Address issues and report to Assistant Head*

**Efficient and Effective Deployment of Resources:**

**Organise staff and resources to maximise the learning opportunities of all pupils**

* *Report to the Assistant Heads on the use of resources and help set priorities for future spending. Be responsible for the consumables budget in the year group. Ensure the deployment of staffing is meeting the needs of the pupils and have regular discussions with the Assistant Heads and SEN Co.*

**Maintain existing resources and explore opportunities to develop or incorporate new resources**

* *Lead team to look after resources, store correctly. Investigate new resources linked to the SDP priorities and discuss with Assistant Heads*

**Clear commitment to continued professional development for oneself and others**

* *Identify training needs for others and self. Ensure there is impact on the teaching and learning.*

**Coordinate the year group in daily routines.**

* *Ensure the year group follow the agreed daily timetables and rotas to guarantee a smooth running of the classes and processes (setting up, displays, use of the Adobe etc.). Be able to adapt timetables if required (e.g. for a visitor) to accommodate daily routines. Address issues and consult with the Assistant Heads*

**Any other duties as required by and in consultation with the Headteacher**

****

**HOUNSLOW HEATH INFANT & NURSERY SCHOOL**

|  |  |
| --- | --- |
| **Employee Specification** |  |
| **POST TITLE:** |  **Year 2 Leader of Learning** |

Selection decisions will be based on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application as indicated. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application you should ensure that you provide supporting evidence and give examples of how you meet the criteria through reference to work or other relevant experience.

***Areas that are deemed as essential are in bold print. Candidates will be expected to be able to meet the majority of the other listed criteria if not all.***

* **Qualified Teacher Status**
* **Minimum of three years teaching experience**
* **Experience of successful curriculum leadership**
* **A record of successful teaching and assessment to a wide range of students in Year 2**
* **Evidence of knowledge, understanding and commitment to KS1 provision based on children’s development.**
* **Experience and/or understanding of key stage one curriculum and provision**
* **Experience and/or understanding of Year 2 assessments**
* Evidence of commitment to ongoing professional development
* Self motivation and the ability to work calmly under pressure
* High expectations of both students and staff in the pursuit of educational excellence while maintaining positive, professional relationships with students, parents and staff
* A flexible approach to challenge and change within schools
* Excellent written and oral communications skills
* Ability to use appropriate technology in delivering the curriculum
* Good interpersonal skills and ability to work with staff at all levels
* Ability to promote positive relationships with all stakeholders
* Ability to identify training needs and deliver INSET
* An ability to take on a variety of roles
* Ability to delegate effectively insuring that others fulfil their commitments
* A good knowledge of the National requirements
* Evidence of a creative approach to teaching
* Ability to promote and disseminate examples of good practice throughout the school
* A clear commitment of principles and policies of equal opportunities and educational inclusion