

JOB DESCRIPTION	
Job Title	Lead Teacher - Key Stage 1
Salary Scale	Main Pay Range / Upper Pay Range, plus TLR
Reports to	TBC
Direct reports	No direct reports currently
Liaising with	Director of Standards, Primary English leads, Senior teams, teaching and support staff, external agencies and parents/carers
Working time	195 days a year (Full Time)

## MAIN TRUST WIDE DUTIES

- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to all pupils.
- To work with the rest of the central education team and senior teams in school, to develop a highly effective primary KS1, that is rich, coherent and effectively sequenced
- To develop high quality teaching materials and schemes of work.
- To lead in a way that is inclusive and ensure policies, strategies ensure the needs of all students are met.
- To teach, in the schools where our students have the greatest need
- To research and evaluate evidence based curricular practices and draw on research outcomes and other sources of external evidence to inform both their own practice and that of colleagues.
- To raise standards in primaries across the trust (where deployed), resulting in significantly improved reading and writing outcomes
- To improve the reading culture in trust primaries (where deployed)
- To use appropriate and relevant data and benchmarks to evaluate the effectiveness of teaching and the impact of the curriculum
- To support teachers to enable them to improve their practice, providing coaching, mentoring and CPD as appropriate.
- To support the Trust's school based Initial Teacher Training programme, as appropriate
- To working closely with the Curriculum Director and the Senior Leadership Teams in school to implement and evaluate the KS1 and teaching methods that will facilitate exceptional outcomes for all pupils.
- Support the effective implementation of assessments for reading, writing, grammar and spelling at KS1 and KS2.

## MAIN SCHOOL DUTIES

- To teach in KS1, according to the strategy developed by the Education team.
- To lead on the development and implementation of a KS1 curriculum.
- To contribute to and implement the annual development plan.
- To contribute to middle leadership meetings as needed.
- To lead training and associated activities.
- To contribute to whole school planning activities.
- To assist the department/faculty/phase in ensuring that the subject provides teaching which supports the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure the continued appropriateness to the needs of students, external tests and the school aims.
- To take part in the staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To ensure the effective/efficient deployment of classroom (TA) support.
- To be responsible for the process of monitoring and evaluation of the subject/phase in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To monitor pupil progress and use information to inform teaching.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the School. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.
- To contribute to ordering and allocation of equipment and materials where necessary.
- To identify resource needs and to contribute to the efficient/effective use of resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, subject area and the students.
- Where appropriate, to take responsibility for organising entries into appropriate public examinations for students.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their individual educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To prepare and update subject materials.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

## **PERFORMANCE MANAGEMENT**

Participating in the arrangements for performance management, professional development, and quality assurance and internal verification as per the relevant Trust policies.

## **CONTEXT**

The successful candidate will work across our primary schools, but will be provided with an appropriate and suitable base. All staff are part of the whole school team. Each individual is required to support the values and ethos of the school and school priorities as defined in the school development plan. This will mean focusing on the needs of colleagues, parents and students.

**Due to the nature of this job, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.**

PERSON SPECIFICATION		
	Essential	Desirable
<b>Qualifications</b>	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development
<b>Experience</b>	The Lead Teacher should have excellent subject knowledge and expertise. They should also be aware of recent curricular and pedagogical developments in education. Experience of: Teaching in a Primary school Teaching in KS1	In addition, the Lead teacher might have experience of: curriculum and teaching across the Early Years
<b>Knowledge and understanding</b>	The Lead teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all students, the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection;	In addition, the Lead Practitioner might also have knowledge and understanding of: the preparation and administration of statutory National Curriculum tests;
<b>Skills</b>	The Lead teacher will be able to: promote the Trust's aims positively, and use effective strategies to lead; develop good personal relationships within a team; establish and develop close relationships with wider stakeholders as necessary and be approachable to a variety of audiences; work in an organised manner, committed to the task in hand; be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.	

I acknowledge receipt of this job description and confirm understanding of the job duties described..

Signed: .....  
**NAME**

Date: .....