



Lower/Upper Primary Coordinator Job Description 2018/19

Reporting to: Headteacher

Purpose:

- ☐ To coordinate and evaluate teaching and learning within the Key Stage/Phase
- ☐ To liaise with other members of the Primary Leadership Team/Senior management team where necessary, to ensure continuity and progression throughout the school.
- ☐ To pass on key information to all team members.
- ☐ To make strategic evaluations of personnel issues as a supportive and well motivated team member.
- ☐ You are required to carry out the duties of a school teacher as set out in the school's teacher job description and contract.
- ☐ To promote high levels of attainment for all pupils and ensure equal value and consideration is given to all areas of their personal development.
- ☐ Promote a positive 'can do' atmosphere throughout the school.

Main Duties

Teaching and Learning:

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the Headteacher for coordinating the work of the Key Stage, supporting and advising where appropriate.
3. Set appropriate expectations for Key Stage staff and pupils in accordance with agreed policies and guidelines.
4. To work with subject coordinators to review long term planning in the Key Stage to ensure coverage, progression and a range of learning experiences across the Key Stage.
5. Ensure the core curriculum subjects are well taught and managed.
6. Ensure Key Stage planning is effectively carried out and ensure pupils' individual needs are being met.
7. To liaise with the other Key Stage Coordinators to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from one KS to another.
8. Be a port of call and support for teachers when dealing with pupil behaviour problems.

Assessing and Tracking Pupil Progress:

1. Collect and scrutinise, through monthly meetings, pupil attainment and progress data, contribute to its analysis and use to amend and advise school improvement plans.
2. Have input into the individual target setting process for raising achievement for Key Stage pupils and feedback to the Headteacher.
3. Monitor progress in Key Stage and ensure appropriate development plans are being implemented and are inline the whole School Development Plan.
4. Monitor Key Stage planning through in Key Stage meetings, informal and formal scrutinies to ensure individual student needs are being met.
5. Contribute to the analysis and reporting of pupil progress and achievement, with the Headteacher.



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Leadership:

1. Support the Headteacher in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) each academic year to be decided with the Headteacher and in line with the School Development Plan.
3. Contribute to Primary Leadership Team decisions on aspects of policy development, and organisation by playing a significant role in the preparation, implementation and monitoring of the School's Development Plan.
4. Attend Primary Leadership Team meetings as required, and report back to staff when necessary.
5. Be a strong advocate for change and champion school improvement.
6. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
7. Establish good relationships, encourage good working practices and support and lead teachers.
8. Plan, organise and chair Key Stage meetings weekly (and as needed) in order to ensure school policies and practices are being implemented.
9. Liaise with teaching assistants within Key Stage, Specialist Teachers and any reps from outside agencies if relevant to activities within the key stage.

Standards and Quality Assurance:

1. To monitor the quality of teaching and learning in the Key Stage, in line with the school policy and the SDP. This will include lesson observations, target setting, monitoring of short, medium long term planning, assessments, records and scrutiny of pupils' work.
2. Support the vision and ethos of the school.
3. Uphold the school's behaviour code and uniform regulations.
4. Support and mentor staff as needed or requested by them.
5. Supporting Key Stage staff to meet Performance Management targets.

People and relationships:

1. Sustain effective, positive working relationships with all staff, pupils, parents and the local community.
2. Encourage moral and spiritual growth and cultural and social responsibility amongst pupils.

Human and material resources and their development and deployment:

1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.
2. Contribute to the audit of staff development and training needs, and the provision of effective INSET.
3. Ensure support and training during the induction of new Key Stage staff and for PGCE teachers, and lead aspects of training.
4. Assist with the recruitment of new staff.
5. Support the establishment of priorities for expenditure across the whole school and within departments.
6. Plan for and manage the resources for the Key Stage effectively to gain maximum benefits for pupil progress and achievement.
7. Ensure the maintenance in the Key Stage of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
8. Develop links with neighbouring schools and those elsewhere.