



Gildredge House

Gildredge House Recruitment Upper KS2 Class Teacher and Phase Leader Job Description

Responsible to: The Assistant Head Teacher - Curriculum and Assessment

Responsible for: Upper Key Stage 2 Teachers and Teaching Assistants

Requirements:

- Hold QTS
- Demonstrate an ability to teach across KS2
- A proven track record of excellent outcomes in public examinations
- Excellent organisation and communication skills
- A proven track record of supporting teachers to develop their practice
- Leadership qualities

Job Purpose:

- To provide all teachers and teaching assistants with an example which demonstrates the commitment required to achieve excellence and school improvement.
- To co-ordinate and evaluate teaching and learning within Upper Key Stage 2 and to liaise with other members of the School Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
- To make strategic evaluations of personnel issues as a supportive and well-motivated team member.

The main areas of responsibility and the assigned duties are specified below.

The post holder will ensure the smooth running of the Key Stage and school and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the The Assistant Head Teacher - Curriculum and Assessment.

Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of student attainment, behaviour and motivation through effective teaching.
2. To be responsible to the Assistant Head Teacher - Curriculum and Assessment for co-ordinating the work of the Key Stage, supporting and advising where appropriate.
3. Organise and manage day to day procedures to enable the smooth running of the Key Stage including the preparation for SATs.
4. Support teachers in the development and implementation of curricular initiatives.
5. To monitor and evaluate the quality of teaching and learning in Upper Key Stage 2, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of students work.
6. To review long term planning in Upper Key Stage 2 to ensure coverage, progression and a range of learning experiences across the Key Stage.
7. To liaise with the Lower Key Stage 2 Leader, Head of Year 7 and core departmental heads to monitor and promote effective transition arrangements to ensure continuity and progression for all students.

8. Take overall responsibility for the pastoral care of students in Upper Key Stage 2.
9. In conjunction with the Assistant Head Teacher - Curriculum and Assessment, co-ordinate and oversee the organisation of educational visits in Upper Key Stage 2.
10. Ensure Upper Key Stage 2 planning is effectively carried out and that all students' individual needs are being met.
11. To monitor the standards of behaviour and achievement within their year group and across Upper Key Stage 2 to ensure continuity and progression.
12. Set appropriate expectations for Upper Key Stage 2 staff and students in relation to standards of students' achievements and the quality of teaching and establishing clear targets for improving and sustaining students' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
13. Support Upper Key Stage 2 staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement for Key Stage 2 students and feedback to the Assistant Head Teacher - Curriculum and Assessment.
2. Monitor progress of all students in Upper Key Stage 2.
3. Monitor Upper Key Stage 2 planning to ensure individual needs are being met.
4. Provide input into the School Action Plan and ensure all staff in Upper Key Stage 2 are implementing key areas identified as requiring improvement.

Leadership

1. Support the Assistant Head Teacher - Curriculum and Assessment in providing a clear vision and direction for the development of this area of the school.
2. To lead and manage Teachers and Teaching Assistants in the phase, ensuring high quality planning and teaching.
3. Contribute effectively to raising standards and achievement of students.
4. Monitor and evaluate the quality of teaching and learning in the phase through observing lessons, focus groups with students, data analysis and monitoring of plans and scrutiny of work.
5. Take a leading role in specific project(s) to be decided with the Assistant Head Teacher - Curriculum and Assessment
6. Contribute to the School Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the School's development plan.
7. Attend Leadership Team meetings as required, and report back to staff when necessary.
8. Be a strong advocate for change and champion school improvement.
9. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
10. Establish good relationships, encourage good working practices and support and lead teachers.
11. Plan, organise and chair Upper Key Stage 2 meetings as appropriate in order to ensure school policies and practices are being implemented.
12. Liaise with teaching assistants timetabled within Upper Key Stage 2 and outside agencies.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform regulations.
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, LEAs and neighbouring schools.

People and relationships

1. Sustain effective, positive relationships with all staff, students, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst students.
3. Manage innovation and change.
4. Work collaboratively.
5. Manage and develop effective working relationships with all staff in the school.

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 Upper Key Stage 2 staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the School.
5. Manage the resources for a specific subject area - to be agreed.

Functional Relationships

The post-holder is responsible to the Assistant Head Teacher - Curriculum and Assessment in all matters.

The post-holder also interacts on a professional level with all colleagues and parents and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of pastoral care and progress management in the school.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.