

Job description and person specification

All staff are expected to work in the spirit of conflict resolution and uphold the Quaker ethos of the school, particularly focusing on 'that of good in everyone', specifically:

- To remember at all times that all Breckenbrough students have complex needs and acute anxieties.
- To understand and empathise with the students' problems and to look for the underlying causes of misbehaviour and unhappiness.
- To consistently show tolerance, forgiveness and to build on the positives.
- To build trusting relationships with students, colleagues and parents.

Job details

Job title: Primary Coordinator

Reporting to: Assistant Headteacher (T+L)

Responsible for: Leading the provision within our Primary phase

Grade: MPS plus TLR2 enhancement (appertaining to experience)

Date produced: March 2020

Job description

Purpose of the post: To co-ordinate the Primary phase within the school, meeting the duties and responsibilities as shown below.

Main duties and responsibilities: The Primary Coordinator will have responsibility for:

- 1) Providing high quality teaching across the subjects in KS2, and being a pedagogical lead to other teachers and teaching assistants including:
 - a. Conducting monitoring visits and lesson observations
 - b. Holding regular team meetings (frequency to be agreed with the Deputy Headteacher and Assistant Headteacher – T+L)
 - c. Providing half termly updates to the Senior Leadership Team on progress, developments and issues within the primary area
- 2) The mapping and coordination of all KS2 subjects, including:
 - a) Standardising, reporting and grading
 - b) Ensuring all teachers who teach at KS2 follow appropriate curriculum models and maps
 - c) Ensuring all teachers who teach at KS2 use appropriate and common assessment methods
 - d) Ensuring all staff working at KS2 effectively communicate with parents
 - e) Overseeing the work of teaching assistants in supporting KS2 students
 - f) Ensuring that provision is made for students of all abilities, aptitudes and learning styles to ensure that they are effectively taught and that learning and achievement over time is evident.
 - g) Cross-moderating the work of Primary teachers to ensure that standards are consistent across the phase.

- 3) Ensuring (with the Deputy Headteacher and Assistant Headteacher – T+L) that all policies related to Primary provision are in place, reviewed appropriately and applied consistently.
- 4) Working with the Transitions Manager in coordinating the KS2 to KS3 transition process at the end of each summer term.
- 5) Overseeing any standardised assessments, such as GL and SATs where appropriate, including:
 - a. Developing and implementing school assessment and evaluation procedures to monitor and evaluate the quality of planning, teaching and learning.
 - b. Evaluating levels of attainment and achievement of all areas within Primary phase against both school targets and nationally recognised benchmarks.
 - c. Managing and administering any standardised assessments such as SATs, in cooperation with the Deputy Headteacher and the Examination Officer.
 - d. Reporting to the Standards Testing Agency as and when required.
- 6) Supporting the admissions process by conducting assessments in the classroom with KS2 prospective pupils and providing feedback
- 7) Liaising with the Assistant Headteacher (SENCo) and the SEN team, including occupational therapists, speech and language therapists, and educational psychologists and counselling psychologists-
- 8) Establishing and maintaining a flexible and nurturing environment, which sets high standards, expectations and aspirations for both staff and students, ensuring that they are treated with dignity and respect and that they receive appropriate guidance, support and recognition.
- 9) Acting as a personal mentor to specific students to ensure they review and reflect on their learning needs, social development and behaviour management in the broadest sense.
- 10) Ensuring that effective relationships and communications are developed and maintained with all staff teaching Primary and also other stakeholders including parents and carers, governors, local authorities and other professionals.
- 11) Any reasonable request from the Headteacher

General

requirements: This job description is in addition to your standard job description and sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. You are expected to undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description, as requested by the Deputy Headteacher or the Headteacher. It may be altered at any time in consultation with the post holder subject to the Headteacher’s approval.

Job Description and Person Specification

Job title:	Primary Coordinator
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This job is in regulated activity with vulnerable children and adults – Breckenbrough School has a duty to safeguard both its students and staff.

Person Specification	Essential	Desirable	Not required
Qualifications			
1. Qualified Teacher Status	✓		
2. Educated to Degree level	✓		
3. Educated to “A” level standard or above	✓		
4. GCSE Grade C or above in English, Maths & Science	✓		
5. Extensive knowledge and experience of the Primary National Curriculum	✓		
Experience			
6. Success at working with children with special educational needs formally or informally in an educational setting	✓		
7. Success at working with children with complex needs such as ASC, ADHD, PDA and SEMH	✓		
8. Experience in line managing colleagues, supporting professional development and holding others to account	✓		
9. Experience of liaising with outside agencies and working across a varied staff team	✓		
10. Producing Health and Safety and/or Risk Assessments		✓	
Knowledge			
11. Awareness of Quaker philosophy and ethos	✓		
12. Awareness of conflict resolution, restorative practice and the principles of nurture	✓		
13. Understanding of Asperger’s Syndrome, Attention Deficit and Hyperactivity Disorder and other common psychological conditions	✓		
14. Working knowledge of School Management software		✓	
15. Working knowledge of common user applications: Microsoft Office for example		✓	
Skills			
16. The ability to solve problems	✓		
17. Empathy for Needs of Others	✓		
18. Willingness, adaptability and resilience	✓		
19. Drive for Results and self-motivation	✓		
20. Team work and influencing skills	✓		
21. Managing People	✓		

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22.	Supporting and Developing Others	✓		
23.	Personal Effectiveness	✓		
24.	Articulate and numerate	✓		
25.	Resolving difficulties without conflict	✓		
26.	Accurate and methodical	✓		
27.	Motivating others	✓		

I understand and accept the job description as set out above:

Employee's signature:

Date: