



Job description

Job Title: KS2 Manager

Location: Charles Warren Academy, Milton Keynes

Hours of work: Full Time

Reports to: Deputy Headteacher, Headteacher

Purpose of the Role:

As a KS2 Manager you will be responsible for working with and supporting the senior leadership team on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas. As a KS2 Manager you will ensure that teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Ensure that teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

During the course of the academic year, it is expected that you will take on the following responsibilities:

1. Planning and Assessment
2. Teaching and Learning
3. Classroom Management
4. Agreed Whole School Procedures

Responsibilities:

Planning:

As a class teacher, you will be expected to plan your teaching with regard to the school's policies and schemes of work. You will be expected to achieve progression in pupil's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught
- Setting tasks for class, group and individual work, which challenge pupils and ensure high levels of pupil interest. This includes teaching through "challenges" where children's learning is not capped and they have greater ownership of the work they undertake.

- Planning, setting and responding to homework, in line with the agreed policy for each year group
- Setting high expectations for pupils' learning, motivation and presentation of work
- Setting clear targets for pupils' learning, building on prior attainment and ensuring that pupils understand what is required of them for any given task
- Identifying pupils with Special Educational Needs and knowing where to seek advice to give positive and targeted support
- Planning in the short, medium and longer term lessons which provide pace, motivation and challenge for pupils
- Using assessment of pupils attainment to plan future lessons
- Planning for pupils' personal, spiritual, moral, social and cultural development
- Ensuring that the statutory Planning, Preparation and Assessment (PPA) time is used in line with its intentions and the use of this time is on school premises and in the agreed time

Teaching and Classroom Management

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom
- Establish and maintain good discipline, by following the school policy for behaviour management
- Establish a safe learning environment in which pupils feel safe, secure and confident
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning, and maintain motivation
- Incorporate into your lessons, use of the National Curriculum, school schemes of work, Interactive Whiteboards and Speaking and Listening skills
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap pupil learning.
- Give clear instructions, presentations and question pupils effectively to ensure participation
- Respond to all pupils' work effectively, in line with the school's marking policy in line with the school's use of Progresso so that pupils are clear about how they have achieved and their next steps
- Keep effective records of children's progress
- Use opportunities to develop pupils' personal, spiritual, social, moral and cultural development
- Ensure that your classroom is organised in a way that pupils can clearly locate resources and it remains a suitable working area for adults and children
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations

Other requirements

- Contribute to the development, implementation and evaluation of the academy's policies, practices and procedures in such a way as to support the academy's core framework
- Work with others on curriculum and/or student development to secure coordinated outcomes
- Promote the safety and well-being of children and to have shared responsibility for their safeguarding and welfare
- Establish and maintain a constructive working relationship with colleagues
- Participate in arrangements for the appraisal and review of their own performance
- Participate in arrangements for their own further training and professional development
- Adhere to all policies and procedures set out by the academy
- Show a willingness to support opportunities that promote the enrichment of the whole academy curriculum, extra-curricular activities, field trip visits and liaison with other year groups and parents
- Be committed to the development and communication of the long term vision of the academy
- Keep parents informed of their child's progress during the year, through positive links with parents and in the form of an end of year report to them
- Be clear as to the direction of the school through the School Development Plan and contribute where necessary to the implementation of this
- The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.
- This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

You should be familiar with the Code of Practice on the identification and assessment of Special Educational Needs and you are expected to implement and keep records on Individual Education Plans (IEPs). You should also seek the advice of the school's Special Educational Needs Co-ordinator (SENCO) if you have concerns on a pupil's progress

All children should be treated equally, regardless of gender, social or cultural backgrounds

You are expected to ensure that pupils acquire and consolidate knowledge, skills and understanding in all subjects taught

You should be prepared to evaluate your own teaching critically and use this to improve your effectiveness

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Essential requirements:	Desirable requirements:
Education and Training	<ul style="list-style-type: none">• Qualified Teacher Status (QTS)• Thorough knowledge of teaching, learning and curriculum in primary schools	<ul style="list-style-type: none">• Evidence of involvement in CPD activities and commitment to further professional development
Experience	<ul style="list-style-type: none">• Successful teaching experience• Able to evidence excellent pupil progress• Experience of working positively and closely with staff, parents and guardians• Effective experience in creating a positive climate and environment to secure accelerated learning	
Skills and Abilities	<ul style="list-style-type: none">• Work effectively as part of a team, relating well to colleagues, pupils and parents• Effective use of assessment data to plan sequence of learning that secures accelerated progress• Communication skills, oral, written and presentational• Ability to carry out well planned, organised and innovative lessons• Proficiency in the use of ICT and the software programmes used in schools to support learning• The ability to contribute to establishing, maintaining and developing positive	

	<p>behaviour, good order and assertive discipline in the classroom</p> <ul style="list-style-type: none"> • The ability to use information and data for purposes of recording, monitoring, evaluation and reporting • Implications of the Code of Practice for Special Educational Needs for teaching and learning 	
Knowledge	<ul style="list-style-type: none"> • Relevant (to be agreed) subject and/or curriculum knowledge, understanding and expertise • The ability to contribute to curriculum development and innovation across a year group • Able to direct and supervise support staff in class • Understanding of how children and young people learn, develop and progress through life stages and events • Understanding of how ICT can be used effectively to motivate children to learn • Able to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum • Understanding of Health and Safety practice and the role of the individual in promoting and safeguarding pupil and staff welfare • Able to promote and contribute to the implementation of 	

	equalities and inclusion policies in schools	
Special Requirements	<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	