**Job Description: Key Stage 1 Teacher and Head of Year**

**Reports to:** Head of Primary School

**Start date**: 1st September 2020

**Salary:** Ark MPS or UPS (Outer London) £29,064-£41,036 or £43,078-£46,326 depending on experience + TLR 2B.

**Primary Teacher**

**Key responsibilities**

* To plan, resource and deliver lessons and sequences of lessons to the highest standard, thereby ensuring meaningful learning takes place and pupils make rapid and sustained progress
* To develop own teaching practice to a highly effective level
* To fully implement all academy routines and techniques for creating a culture of high expectations
* To contribute to the effective daily working of the academy
* To support SLT in embedding the academy’s pillars in its day-to-day work

**Outcomes and Activities**

**Teaching and Learning**

* With direction from the Headteacher and within the context of the academy’s curriculum and schemes of work, to plan and prepare effective teaching schemes and lessons
* To teach engaging and effective lessons that motivate, inspire and improve pupil attainment
* To use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
* To develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
* To ensure that all pupils achieve at least expected progress and the majority of pupils make more than expected progress.
* To maintain regular and productive communication with colleagues, pupils and parents to report on progress, sanctions and rewards and all other communications
* To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* To direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
* To implement and adhere to the academy’s behaviour policy, ensuring the health and well-being of pupils is maintained at all times
* To participate in preparing pupils for internal and external examinations
* To create a classroom environment that is well organised, informative and celebrates children’s achievements

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* To help develop an academy culture and ethos that is utterly committed to achievement and excellent discipline
* To be alert and active on issues relating to pupil welfare and child protection
* To support and work in collaboration with colleagues and other professionals in and beyond the school providing support as required

**Other**

* To undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake, within reason, other various responsibilities as directed by the Headteacher and Senior Team

**Primary Head of Year (KS1)**

**General responsibilities:**

* To lead the team of staff and cohort of pupils; giving a clear vision and direction, identifying and sharing key areas for improvement and planning appropriate actions to meet them alongside the Head of Primary and SLT.
* To manage the people and resources associated with each year group.
* To monitor the quality of learning experienced by the year group, liaising with the Head of Primary, SLT and subject leads and offering support and guidance where necessary.
* To promote the academy’s values through leading high quality assemblies.

**Academic Progress:**

* To monitor the academic progress of the year group in order to secure and sustain effective learning, with particular reference to the proportion of pupils and groups of pupils making at and above expected progress.
* To use assessment data (phonics, PUMA, PiRA, Arithmetic and SPAG), to inform an analysis of individual pupil progress and collective progress across each class and the year group as a whole.
* To have an overview of the range of inhibiting factors that impact on pupil progress, with reference to home environment and behaviour for learning, in and out of the classroom.
* To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers, the Head of Primary, SLT and subject leads.
* To monitor the effectiveness of interventions and report to SLT and subject leads termly on the progress being made by pupils in the year group.
* To liaise with key staff, including the SENCO, regarding all groups of pupils’ achievement in the year group.
* To monitor the regular setting and quality of homework by managing the regular checking of homework books, folders and planners (KS2 only).

**Leadership and Management**

* To act as a role model for staff by demonstrating high quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence in the year team.
* To lead and manage the staff team and maintain regular formal and informal contact with them. (bi-weekly meetings, open door policy)
* To ensure staff understand, and are actively implementing the key aspects of the school’s pillars and policies including those for attendance, uniform and safeguarding.
* To set the agenda for bi-weekly year group meetings which should include a development item.
* To make a significant contribution to the induction of teachers referring any individual training needs to the Assistant Principal for CPD
* To have an overview of all the different care and guidance for the pupils e.g. SENCO, teaching assistants, external agencies etc.
* To be the link for parents, teachers, SLT and external agencies.
* To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress and behaviour of their children.
* To lead all year group parent meetings and encourage and monitor parent attendance to such events.
* To monitor pupil attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of pupils in the year group are at the highest levels. To liaise with the Head of Primary, SLT and EWO in this respect.
* To monitor pupil behaviour, attendance and achievement using the school’s MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
* To play the leading role in the disciplining of pupils referring situations to the Head of Behaviour or SLT
* To contribute to the management of key school events; for example induction, CPD, assemblies and outings
* To organise enrichment activities including school trips, visits and visitors for the year group

**Administration**

* To maintain individual pupil records as necessary and ensure that they are kept up to date.
* To oversee in year admissions for new pupils: liaise with the member of staff responsible for admissions, meeting potential pupils and parents and planning an induction programme
* To monitor the settling in of new pupils in the year group
* To oversee the completion of school reports for the year group including mid-year and end of year reports for parents

**Calendar**

* Oversee calendar and termly overview for the year group
* Provide relevant information for the parent newsletter including termly curriculum and key dates for assessments, performances or trips
* Contribute to the primary termly overviews

**Cover**

* Co-ordinate all non-planned cover in the year group to ensure there is a minimum impact on pupils and staff. (E.g. staff absence)
* Ensure the quality of cover work is high

**Line Management**

* Heads of Year are line managed by a member of the Senior Leadership Team.

**Person Specification**

**Primary Teacher and Head of Year (KS1)**

**Qualification Criteria:**

* Be a qualified teacher (achieved QTS status) or PGCE student
* Be qualified to teach and work in the UK

**Knowledge:**

* Up to date knowledge of the Early Years/Primary National Curriculum
* Understanding of the strategies needed to establish consistently high aspirations and standards of results and behavior

**Experience:**

* At least two years of teaching experience
* Experience of reflecting on and improving teaching practice to increase pupil achievement
* Evidence of continually improving the teaching and learning in the classroom

**Behaviours:**

**Leadership**

* Effective team member and leader
* High expectations for accountability and consistency
* Vision aligned with our high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Commitment to the safeguarding and welfare of all pupils

**Teaching and Learning**

* Excellent classroom practitioner or potential to be
* Effective and systematic behavior management, with clear boundaries, sanctions, praise and reward
* Excellent communication, planning and organisational skills
* Demonstrates resilience, motivation and commitment to driving up standards of achievement

**Other desirable training and skills**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Training and practice in Ruth Miskin’s ‘Read, Write Inc.’ phonics programme
* An interest in music and the ability to play an instrument
* Willingness to undertake training

**This post is subject to an enhanced Disclosure & Barring Service check**