



Barming Primary School
Part of the Orchard Academy Trust family of schools

Job Description: EYFS/KS1 Lead and KS2 Lead

Overall Responsible to: Executive Headteacher, Headteacher and Governors

TLR: To be set

Line Manager: Headteacher

Responsible for: Leading the Key stage

Main Purpose:

The post holder should play a major role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the school.
- Establishing the policies through which they should be achieved.
- Managing staff and resources.
- Monitoring progress towards achievement.

The Leader will have responsibilities in the areas of leadership, curriculum development, assessment, liaison and pastoral duties.

Personal Specification:

Experience:

- An outstanding classroom practitioner.
- Experience of leading a subject area.
- Experience of leading a whole school initiative.

Qualifications and Training:

- Teaching Degree or equivalent
- QTS
- Evidence of continuing professional development.

Practical Skills:

- Excellent classroom teacher.
- Good interpersonal skills.
- Good people management skills.
- Good level of Computing knowledge
- Ability to think creatively and imaginatively.
- Understanding of teaching strategies and teaching styles.

Personal Qualities & attributes:

- Ability to work both autonomously and as a member of a team.
- Ability to forge effective professional relationships and establish positive partnerships with parents and carers.
- Empathetic and approachable manner.
- Highly motivated.

Main Activities:

Leadership:

- Be a member of the Senior Management Team.
- Play a major role in formulating, implementing, monitoring and reviewing the School Development Plan.
- Line manages teachers and TA's within their Key Stage.
- Implement and support the performance management process as a reviewer.
- Play a major role in the smooth transition between Key Stages.
- Lead staff meetings when required.

Curriculum:

- Lead, develop and enhance the teaching of others in the Key Stage.
- Keep up-to-date with current thinking and practices
- Monitor the quality of teaching and learning and share judgments with teachers and support staff as appropriate.
- Create opportunities for the development of independent learning within the Key Stage.
- Create opportunities for creativity to flourish across the curriculum within the Key Stage.

Assessment:

- Closely monitor the progress of the Key Stage ensuring that progress is made.
- Ensure that the target setting process is robust and is linked to standards and individual achievement.
- Use data and children's work to monitor progress and implement changes where necessary.

Liaison:

- Liaise with other school leaders to ensure effective transition for pupils from one year to another.
- Work with other school leaders to ensure effective communication across the school.
- To promote the image of the school within the local community.

General:

- Provide support to the Headteacher in the management of all aspects of the day to day running of the school, ensuring that the aims, policies and values are upheld.
- Be mindful of and follow Health and Safety regulations.

Pastoral:

- Actively encourage and support all staff, providing advice, praise and assistance to maintain the school as a centre of excellence.
- Foster and develop good relationships within school and between parents and Governors.
- Foster and develop an atmosphere of trust and care within school in order to generate a healthy team approach and a climate of security.

Safeguarding:

- Understand the Child Protection and Safeguarding policy and procedures.
- Ensuring that the Safeguarding procedures are followed by all staff.

- Ensure that all new staff go through appropriate induction process which highlights the safeguarding procedures.

Conditions

- EYFS/KS1 Lead Teachers and KS2 Lead Teachers will undertake any other duties which from time to time maybe required and be relevant and commensurate with the post as deemed necessary by the Executive Headteacher or Headteacher.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/Headteacher the other.

Name:.....

Date:.....

Signed.....

Headteacher Signature.....

