Job Description

**Job Title:** Valley Invicta Primary – Classroom Teacher KS1 Leader

**Grade:** Upper Pay Range

**School:**

**Reports to:** Headteacher

**Accountable to:** Headteacher

1. **Job Summary**

The KS1 Leader will:

* To provide guidance, support and advice to key stage one staff across all subjects in the curriculum, thus impacting on every educational element of the curriculum.
* Teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning, developmental and social needs;
* Maintain the positive ethos, vision and aims of the school, both inside and outside the classroom.

1. **Key Working Relationships**

* Headteacher
* School Improvement Director
* Associate/Support Staff
* Students
* Parents
* Visitors

1. **Key Result Areas**
2. **Teaching**

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work;
* Set and mark work to be carried out by the pupils in school and elsewhere;
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment and target setting.
* Adapt teaching to respond to the strengths and needs of pupils;
* Set high expectations which inspire, motivate and challenge pupils;
* Promote good progress and outcomes by pupils;
* Demonstrate good subject and curriculum knowledge and positively support whole school initiatives;
* Participate in arrangements for preparing pupils for external tests;
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document;
* Meet the expectations set out in the Teachers’ Standards.

1. **Whole school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision;
* Make a positive contribution to the wider life and ethos of the school;
* Work with others on curriculum and pupil development to secure co-ordinated outcomes;
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

1. **Health, safety and discipline**

* Promote the safety and wellbeing of pupils;
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

1. **Communication**

* Communicate effectively with pupils, parents and carers;
* Report to parents and other professionals on the development, progress and attainment of pupils.

1. **Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school;
* Develop effective professional relationships with colleagues.

1. **Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school and in line with the expectations of the Valley Invicta Academy Trust;
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality in line with the Valley Invicta Academy Trust;
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

1. **Management of staff and resources**

* Motivate the team and take a lead role in modelling best practice
* Ensure that all teachers and support staff are kept informed and up-to-date on current theory and practice.
* Monitor the quality of teaching and learning in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of pupil’s work
* Attend appropriate courses relevant to meeting own identified training needs
* Liaise and work closely with EYFS and KS1 teams in organising induction and information presentations for parents
* Monitor both standards and progress across both EYFS and KS1.
* Attend Senior Leadership meetings and contribute to the decision making for the strategic management of the school
* To lead and take forward pupil voice in all elements of school life to ensure that all pupils are valued.
* To inspire and encourage passion and creativity in both the EYFS and KS1
* To deputise for the Deputy Headteacher in her absence
* Lead by example, ensuring that the teaching staff efficiently plan given areas of the curriculum.
* Contribute to moving the school forward and building educational links with parents / carers and the wider community
* To support Key Stage 1 staff to meet Performance Management targets.

1. **Upper pay range accountabilities**

* Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation;
* Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential;
* Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications;
* Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher;
* Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people;
* Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge;
* Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
* Additional Accountabilities for the Maximum of the Upper Pay Range. Teachers paid at the maximum of the Upper Pay Range are required to ensure that they:
* Play a critical role in the life of the school.
* Provide a role model for teaching and learning.
* Make a distinctive contribution to the raising of pupil standards
* Contribute effectively to the work of the wider team.
* Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.

1. **Support for the Trust**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead;
* To contribute to overall ethos, work and mission statement of the Trust;
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group;
* Participate in the school’s appraisal process;
* Where appropriate, take part in the appraisal and professional development of others.

1. **Safeguarding**

* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Equality and Diversity**

* The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

1. **Representing the Trust**

* To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

**4. Statement**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**Person Specification: Valley Invicta Primary – Classroom Teacher (UPS)**

|  |  |  |
| --- | --- | --- |
| AREA | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and experience** | * Qualified Teacher Status * Degree level qualification * Successful primary teaching experience or appropriate training | * Evidence of further professional development or qualification |
| **Skills and knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupil’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning | * Ability to identify and draw upon high quality research sources to inform practice |
| **Attributes** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values if the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all time * Commitment to safeguarding and equality |  |