**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | Gaywood Primary School |
| **Job Title:** | English Lead and KS2 Classroom Teacher |
| **Grade:** | **MPS/UPS + TLR** |
| **Responsible to:** | Headteacher |
| **Working With:** | Teaching and support staff |

**Key Responsibility Areas**

**The main Duties and Responsibilities of the post are:**

* Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Improve and develop teaching and learning in English across the school
* Develop the positive ethos and values of the school
* Lead and manage specific areas of school improvement, namely **KS2** and raising teaching standards through CPD, working closely with teachers and monitoring and assessment

**Achievement:**

* To ensure all pupils make good progress from their starting points
* To close the achievement gap for any underperforming groups of pupils
* To ensure that all pupils aspire towards national age-related expectations and above

**Professional Duties:**

## Shaping the future

## In partnership with the Headteacher establish and implement an ambitious vision and ethos for the future of the school

* Play a leading role in the school’s improvement and self-evaluation planning process
* In partnership with the Headteacher manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Headteacher, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Headteacher to raise standards through staff performance management
* Lead the development and delivery of training for teaching and support staff
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the Headteacher in managing the schools through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
* Ensure through leading by example the active involvement of pupils and staff in their own learning
* Have a teaching commitment and lead by example

**Class Teacher responsibilities**

* To create and manage a caring, supportive, purposeful, attractive and stimulating environment which is conducive to children’s learning.
* To plan and prepare lessons in order to deliver the school’s curriculum, ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate differentiation, challenge, support and maintain with high expectations.
* To maintain good order and discipline among the pupils, safeguarding their health and safety following school procedures and policies.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
* To prepare appropriate records for the transfer of pupils.
* To ensure effective use of support staff within the classroom, including parent helpers.
* To participate in staff meetings as required.
* Contribute to the development and co-ordination of a particular area of the curriculum.
* To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
* To ensure that school policies are reflected in daily practice.
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To liaise with outside agencies when appropriate
* To continue professional development, maintaining a portfolio of training undertaken.
* To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
* To support the Headteacher in promoting the ethos of the school.
* To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**General:**

* To take an active part in all aspects of school life. To provide information and advice of the Headteacher as required and support accountability processes throughout the school.
* To take on specific tasks related to the day-to-day administration and organisation of the school as required.
* To take on any additional responsibilities which might, from time to time, be determined by the Headteacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**English Subject Lead & KS2 Teacher ~ PERSON SPECIFICATION**

**QUALIFICATIONS**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **A person who has:**   * Qualified Teacher Status * Honours degree or equivalent qualification * Proven track record as a consistently good or outstanding practitioner * Evidence of Continuing Professional Development | * Registered/Started/Completed a National Professional Qualification |

**EXPERIENCE**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **A person who has experience of:**   * Teaching Primary pupils (KS2) * Leading English in a Primary School * Leading and managing a major school initiative * Experience of coaching and mentoring | * Teaching in more than one key stage * Teaching in more than one school * Leading staff development * Attending English networks * Have experience of Destination Reader, Talk for Writing and Phonics * Working with school parents’ groups and the wider community |

**PERSONAL AND PROFESSIONAL SKILLS**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **A person who is able to:**   * Support the aims and ethos of the school * Take a lead role in the development of English across the school * Demonstrate outstanding practice as a classroom practitioner * Carry out teaching duties in accordance with school schemes of work and the national curriculum * Communicate clearly and effectively with all those involved in the life of the school * Be flexible and supportive of staff * Contribute to staff development activities * Set a good example in terms of dress, punctuality, attendance and general professionalism | * Motivate and inspire confidence in pupils, staff, parents, governors and the wider community to further develop and promote the school * Communicate clearly and take into account, where appropriate, the views of others * Think creatively and imaginatively to solve problems and identify opportunities * Attend and participate in after school events and activities * Use a creative approach to developing the English Curriculum * Attend Governor’s meetings * Prioritise and manage time effectively |

**KNOWLEDGE AND SKILLS**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **A person with a good knowledge and understanding of:**   * Current national education initiatives * Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements * Strategies for inclusion and development of all children * A commitment to developing the whole child through an enriched curriculum in school and extra- curricular activities * Good knowledge and understanding of the National Curriculum, particularly the English Curriculum, including Foundation Stage * Knowledge of effective teaching and learning strategies to meet the needs of all pupils * Good oral and written skills * Ability to investigate, solve problems and make decisions | * Self Evaluation * Subject Development Planning * Monitoring and reviewing subject action plans * The application of classroom observations and pupil conferencing to raise standards in teaching and learning * Knowledge of developing reading and writing in all areas of the school, including EYFS * Working in partnership with parents and outside agencies * Child Protection and Safeguarding procedures and legislation |