

Hillshott Infant School and Nursery

Job Description for Key Stage One (KS1) Leader

Purpose of the role:

In addition to the responsibilities of a class teacher, the KS1 Leader is a member of the Senior Leadership Team and will strategically lead the KS1 phase of our school which consists of;

- Two Year 1 classes
- Two Year 2 classes.

KS1 Leader responsibilities and main duties:

- Maximise pupil attainment, progress and achievement across KS1 to ensure each child receives an education that is appropriate to their needs
- Manage KS1 environments, teaching, planning and curriculum delivery to ensure quality, inclusion and transition from each year group and into Key Stage 2
- Be aware of relevant statutory assessments in relation to KS1
- Monitor standards of attainment within and at the end of KS1
- Discuss findings and any concerns with relevant personnel e.g. Headteacher, Assessment Lead, class teachers etc.
- Liaise with other co-ordinators and relevant outside agencies as necessary.
- Co-ordinate the collation and analysis of attainment data and advise on its use for pupil and school level target setting
- Lead school self-evaluation of KS1 provision
- Responsibility for KS1 team including arranging and leading team meetings, continual professional development and performance management
- Responsibility for break time and/or lunch time rotas in conjunction with other leaders.
- Assist the SLT with monitoring of pupil progress, reporting and on-going communications to families, colleagues and governors as necessary
- Assist the SLT to arrange planned and emergency cover for staff in KS1 as required
- Management of KS1 policies
- Respond to any KS1 queries and concerns as raised via families and staff
- Support KS1 staff with behaviour management
- Continual monitoring and development of KS1
- Engage families through the use of parent meetings and workshops.

Teaching and General Duties

- A thorough up to date knowledge of EYFS and KS1 curriculum to be able to plan for effective coverage of a balanced curriculum
- Inspire children with enthusiasm and a love of learning, helping them to become confident and independent learners
- Creation of stimulating, safe and organised learning environments
- Plan with colleagues and develop the curriculum to raise standards of achievement
- Assess, record and report on the development, progress and attainment of pupils in line with the requirements of the curriculum
- Effective use of formative and summative data to drive planning and personalised delivery
- Communicate and consult effectively with the school community including families
- Proactively communicate with third party professionals and agencies as required to meet the needs of all children
- Prepare and develop teaching materials, teaching programmes, methods of teaching and pastoral arrangements

- Use a range of strategies for teaching to meet the needs of all learners
- Outstanding behaviour management using a range of strategies and best practice as outlined in the school's behaviour policy
- Supervise the work of support staff or volunteers to ensure they are fully involved with children's learning.

Wider Professional Commitments

- To fulfil all professional duties as laid down in the Conditions of Employment of School Teachers
- To participate in the Performance Management annual review procedures and to participate in further training and professional development and use the outcomes to improve the teaching and learning of pupils
- To work as part of a professional team by implementing the aims, policies and stated ethos of the school.

Review of Duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be modified as appropriate.

Training

The job holder will be required to undertake such training as may be specified by the school from time to time

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.