



Warstones Primary School

Key Stage One Leader- Job Description

- Purpose: - Demonstrate high quality teaching and learning practice.
-Work to improve learning standards and achievement for all pupils in Key Stage One.
- Reporting to: Senior Leadership Team
- Responsible for: Key Stage One standards and outcomes. Phonics and Early Reading.
- Working time: Full Time- 195 days per year
- Salary/Grade: Main Pay Scale / Upper Pay Scale + TLR2c (£7,368)
- Disclosure Level: Enhanced

Core Duties

- Set high expectations for all, inspiring and motivating staff and pupils to reach and maintain high standards.
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in Key Stage One learning.
- To lead on pupil behaviour and welfare for all pupils within Key Stage One.
- Offer guidance and support to staff, showing up-to-date knowledge of current theory and practice.

Leadership Team

- Contribute to strategic decision making, working with school leaders to share expertise and insight, and help shape the school's vision.
- Have accountability for the quality of teaching and learning, curriculum provision, and standards and achievements across Key Stage One.
- Have strategic lead for managing performance of staff within Key Stage One.
- Take a leading role in inducting new key stage staff and ensure they uphold expected values and teaching standards.
- To identify continuing professional development needs of staff and lead meetings, where necessary.
- Monitor the quality of teaching and learning within Key Stage One.

Subject Leadership

- Lead and manage effective teaching of Early Reading across Key Stage One, including the transition into Key Stage Two.
- Monitor and review impact and identify areas for development within the subject area.
- Lead on professional development for Early Reading, including phonics, leading staff meetings where appropriate.
- Coach, model and team teach to ensure standards remain high within the subject area.

Teaching

- Teach children in the primary age range, catering for ability and aptitude of all children within classes, through consistent and effective planning, preparation of lessons, marking of work and on-going assessment.
- Provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- Show an understanding of school's current systems for recording pupil progress within the key stage.
- Develop pupil behaviour policies, where needed, to help build an environment where high standards of learning behaviour

Responsibility for key stage

- Set high expectations and promote high standards of pastoral, social and educational development across the key stage.
- Lead and manage effective teaching and learning across a range of year groups.
- Effectively communicate with parents and other stakeholders regarding academic, behavioural and pastoral needs.
- Ensure that creative and stimulating learning environments encourage and facilitate children's development and independence.

Managing Resources

- Effectively deploy available resources of space, staff, money and equipment to support teaching and learning and CPD

Other specific duties

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the Trust's child protection guidelines.
- Play a full part in the life of the Trust community, supporting its distinctive mission and ethos and encourage staff and pupils to follow this example.
- Undertake professional development as agreed.
- Undertake any other duty as specified by STPC not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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Key Stage One Leader- Person Specification

Area	Factors	Essential	Desirable	Identifiable
Qualifications and Professional Development	Qualified Teacher Status	✓		Application
	Degree or equivalent		✓	Application
	Recent NPQ relevant to the role		✓	Application
Experience	Teaching within the primary phase, including evidence of outstanding teaching directly linked to Key Stage One delivery	✓		Application/Interview
	Involvement in the implementation of a whole school initiative that has led to improved outcomes	✓		Application/Interview
	Assessing the development of learning within primary phases	✓		Application/Interview
	Effective parent partnerships to improve quality of children's learning	✓		Application/Interview
	An understanding of the role of Key Stage Leader as described with the potential to be successful in the role	✓		Interview
	Experience of promoting positive and restorative behaviour strategies	✓		Application/Interview
	Experience of managing a budget for resourcing the curriculum		✓	Application/Interview
	Involvement in monitoring the quality of teaching and learning		✓	Application/Interview
	Involvement with external agencies, e.g. Local Authority, Networking etc.		✓	Application/Interview

Area	Factors	Essential	Desirable	Identifiable
School Ethos	A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of learners	✓		Interview
	Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to all aspects of school life	✓		Interview
Skills and Knowledge	Excellent interpersonal and communication skills at all levels	✓		Interview
	Ability to secure high standards of pupil achievements	✓		Interview
	Develop and maintain positive and supportive professional relationships with children, staff, parents and governors	✓		Application/Interview
	Good knowledge of the National Curriculum and the transition from Early Years into KSI	✓		Interview
	Inspire, lead and motivate the children and staff in the pursuit of excellence	✓		Interview
	Experience in supporting or leading a subject	✓		Application/Interview
	An understanding of how to support staff to develop their understanding of what effective teaching should look like within Key Stage One	✓		Application/Interview
	Evidence of successfully inspiring and challenging others to raise performance and standards		✓	Application/Interview
	Ability to develop staff and manage their performance		✓	Application/Interview

Area	Factors	Essential	Desirable	Identifiable
Personal Qualities	Be passionate about learning and teaching in the primary phase	✓		Interview
	Be committed to engaging and inspiring our children, building on what children already know and can do to make a positive impact	✓		Interview
	Display warmth, care and sensitivity in dealing with staff, children and parents	✓		Interview
	Be open-minded, self-evaluative and adaptable to changing circumstances and new ideas	✓		Interview
	Be willing to be involved in the wider life of school	✓		Interview
	Have the ability to work flexibly	✓		Interview