

Ashurst Primary School



JOB DESCRIPTION

DEPARTMENT/SCHOOL: Ashurst Primary School

POST TITLE: TLR2 School Improvement Leader
GRADE:

REPORTS TO: Headteacher/Deputy Headteacher

RESPONSIBLE FOR (2014 – 2015):

Leading Literacy throughout school incl. EYFS.

Working alongside all staff to raise standards in Literacy.

MAIN PURPOSE

You are required to carry out the duties of a school teacher as set out in part 12 of the School Teachers' Pay and Conditions Document 2009 (hereafter called the Document)

You are required to carry out such professional duties which form part of part 10 of the Document which the Headteacher may reasonable ask you to undertake.

In addition you are required to undertake the following responsibilities, which may or may not be included above:

JOB PROFILE

Support for the pupil

- To actively involve parents in the education of pupils by fostering open lines of communication and mutual respect.
- To deliver, organise, facilitate the teaching and learning of a group of children within the age range 3-11 in accordance with most recent DfES conditions of employment to raise standards for all pupils.
- To prepare and produce planning with due regard for work appropriate for pupils developmental stages and curriculum content to deliver quality learning.
- To ensure that resources reflect differentiated group learning and that they cater for different learning styles to enable the appropriate deployment of additional adults in order to raise standards for all pupils.
- To develop personalised learning strategies using modern technologies with due regard to pupil groupings e.g. GT&MA, EAL, SEN, FSM etc.
- To set class and individual targets based on formative and teacher assessments.
- To regularly mark, assess, provide high quality written feedback and record progress.
- To write reports as and when requested and provide information to outside agencies, in order to supporting individual pupils.

- To encourage high standards of behaviour and work.
- To promote mutual respect and tolerance of all forms of difference.
- To develop spiritual, social, moral and cultural awareness of pupils to ensure that they become well rounded individuals sensitive to the community's diverse cultures.
- To operate with an emphasis on the recognition of rewards and praise, seeking areas of strength and build on self confidence and self esteem.
- To work in partnership and involve parents, pupils and staff in the development of pupils in order to raise the standards of teaching and learning for all pupils.
- To promote positive learning attitudes by creating an appropriate environment to ensure quality provision for all pupils.
- Attend assemblies, register the attendance of pupils and supervise pupils.

Support for staff

- Willingness to participate and lead in whole school and individual CPD opportunities that benefits own and others professionalism.
- Willingness to over mentor and model good practice to colleagues and students.
- Willingness to share best practice across key stages.
- To follow appropriate safeguarding procedures including Whistleblowing policy.
- To engage actively in own and when appropriate colleagues performance management procedures.
- Advise and co-operate with the Headteacher and colleagues on the preparation and development of tracking materials P.O.S and methods of tracking and assessment of pastoral arrangements.
- To plan, organise, direct and monitor Teaching Assistant and learning support assistants within your class.

Support for the school

- To ensure that the agreed vision is clearly stated, understood, shared and acted upon in a positive way by all stakeholders
- To work with the Governing Body and staff to determine the vision and strategic direction for Ashurst Primary School.
- To lead by example in establishing and maintaining clear educational direction of the school through, inspiring trust and confidence, building team commitment, engaging and motivating pupils, analytical thinking, positive action to improve the quality of pupil's learning
- To deploy effectively resources in the Key Stage in-line with S.I.P and the School's Mission Statement.
- To determine effective use of accommodation and to ensure it is maintained to the highest standards to meet the needs of the curriculum and safeguarding requirements in the Key Stage.
- To be familiar with the management, organisational and administrative procedures within the school.
- To review and update appropriate policies and keeping governance fully involved documentation. To keep abreast of curriculum developments and lead and review learning.
- To follow the school's policies, schemes of work and procedures as laid out in the staff handbook to raise standards for all pupils.
- To be the lead professional within a quality team.

- Post-Threshold Teachers are required to demonstrate an active contribution to the policies and aspirations of the school, to demonstrate that they are effective professionals who challenge and support all pupils to do their best.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Local Authority and the school's safeguarding policy. Reporting all concerns to the appropriate person.
- To implement and promote equal opportunities in all aspects of school life.

To develop literacy across the school

- To be the named lead practitioner for literacy
- To co-ordinate literacy developments and initiatives across the school in conjunction with the SLT
- To manage the budget for Literacy and manage the resources accordingly
- To be responsible for the review of all policies relating to literacy
- To support staff in planning and practice through lesson study , quality discussions ,role modelling and the schools self- evaluation cycle
- To work along-side consultant experts to raise teaching and learning standards
- To report (written and verbal) directly to governors on standards of Reading, Writing, Grammar Punctuation and spelling.
- To provide a regular overview of curriculum developments with particular reference to Literacy to governors.
- To co-ordinate 'Theme Weeks' in association with other staff and to advise on aspects of Literacy.
- To lead project groups/change teams in school as required

This job description will change as school priorities change, aspects may be amended at any time after discussion between the Headteacher and the staff member but will be reviewed annually as part of the Performance Management Process.

Signed:

Teacher.....

Head Teacher.....

Date: