



WORKING TOGETHER
SHAPING OUR FUTURE

Carr Mill Primary School

Job Description

JOB TITLE: KS2 Manager (with responsibility for Maths)

GRADE: MPR/UPS with TLR2

Status of the Post

This is a senior post within the school's management structure, which carries significant responsibilities including membership of the Senior Management Team.

Principle Purpose:

In addition to those professional responsibilities which are required of all classroom teachers in the school, the post holder's key responsibility will be to focus on raising the standards of teaching, learning, achievement and attainment for pupils across Key Stage 2 (whole school for Maths) and to contribute to strategic planning as part of the Senior Management Team.

Directly Responsible to:

Headteacher and Governors

Professional Responsibilities:

In addition to those required of all classroom teachers, the post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:-

Making an impact on the educational progress of pupils beyond those directly assigned.

- Monitoring pupil performance against targets
- Ensuring that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system

- Overseeing assessment, recording and reporting arrangements throughout Key Stage 2 and liaising with teaching staff and the Senior Leadership Team to produce effective tracking procedures and ensuring all assessment is monitored and appropriate action taken
- Contributing to the ongoing self evaluation process
- Liaising with external support agencies
- Liaising with the other Key Stage Managers to ensure continuity and progression
- Contributing to school improvement priorities across the curriculum
- Developing and monitoring specific curriculum initiatives in Key Stage 2
- Taking responsibility for specific areas from the School Improvement Plan.

Leading developing and enhancing the teaching practice of others

- Providing an effective role model in terms of own classroom practice
- Ensuring effective implementation of school improvement priorities in Key Stage 2
- Monitoring the quality of teaching and learning and sharing judgements with all relevant colleagues as appropriate
- Identifying key professional development needs
- Ensuring that such needs are addressed through the provision of high quality coaching and mentoring and access to appropriate training and other CPD opportunities

Managing and Developing the Work of Colleagues

The post holder will be professionally responsible and accountable on a day to day basis for the work of Key Stage 2 teachers and will act as a team leader.

The post holder will be responsible for the induction of new Key Stage 2 teachers and will ensure appropriate supervision and oversight of the activities of volunteers working in Key Stage 2.

Other Specific Professional Responsibilities

The post holder will be responsible for:-

- Co-ordinating at least one curriculum area
- Helping to develop extra curricular activities and opportunities throughout the school
- Leading and / or co-ordinating Key Stage 2's involvement in whole school events such as assemblies and seasonal productions

You agree to take an active part in the life of the school and ensure that everyone in the school community, visiting agencies, visitors and friends are treated with care and respect in accordance with the schools Mission Statement – ‘Working Together, Shaping Our Future’

Signed

Teacher

Signed

Headteacher

Date