

WILLOW TREE PRIMARY SCHOOL

JOB DESCRIPTION

Name:

Date: September 2013

Post Held:

Qualified Teacher
Key Stage Leader
Lead professional of Mathematical Development.

Salary Scale: MPS/UPS Plus TLR

General Duties:

You are required to carry out duties of a teacher, as set out in the Teacher Standards and the Teachers Pay and Conditions Document. The post requires you to teach pupils and carry out the professional duties of a teacher under the reasonable direction of the Headteacher of the school. These include the following general responsibilities.

- Work as a class teacher providing an effective, relevant, meaningful and balanced curriculum for all pupils.
- Establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development, to ensure effective transition between classes and, where appropriate, key stages.
- Plan, prepare and assess pupils' work and record pupils' development, progress and attainments, keeping records of children's progress in line with school policy.
- Match work undertaken to the needs of all pupils in your class.
- Provide a stimulating and effective learning environment.
- Work in partnership with parents/carers in providing a quality educational experience for all children.
- Participate in whole school curriculum developments through staff meetings and Continued Professional Development.
- 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.
- To implement equal opportunities in all aspects of school life.
- Provide direction/supervision for other adults providing support for children in your class.
- Attend celebration assemblies, register the attendance of pupils and supervise pupils.

Post-threshold expectations:

- Provide a role-model for teaching and learning
- Make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team

Specific Responsibilities as a leader of the Mathematical Team:

- Lead planning and monitoring meetings with Team colleagues.

- Lead on the action plan for mathematics.
- Analyse data with the assessment manager to enable the SLT to monitor pupil progress in mathematics.
- Lead on training, support and curriculum development in mathematics.
- Work with the inclusion manager to ensure that mathematics interventions are appropriately targeted and measure impact of these interventions.
- Lead on training, support and curriculum development in Mathematics.
- Report on attainment and progress measures in Mathematics to Headteacher, SLT and Governors.

Specific responsibilities as the Key Stage leader

Duties:

- In addition to the duties of a class teacher, the Key Stage Leader will:
- Establish good relationships, encourage good working practices, support and lead teachers in the key stage;
- Lead, support, motivate and direct support staff working within the key stage;
- Oversee all aspects of the key-stage organisation and management, including preparing agendas, chairing meetings and ordering resources, in order to ensure that school policies and practices are being delivered;
- Monitor the provision for, and standards of attainment in, core subjects across the Key stage; take steps to address any weaknesses identified in core subject provision
- Lead by example in all areas of the curriculum;
- Monitor the standards of behaviour and achievement across the key stage;
- Liaise closely with other key-stage leaders to ensure continuity and progression across the key stages;
- Oversee the induction process of new members of staff within the key stage.
- Coordinate and oversee the organisation of school visits and extra-curricular activities within the key stage.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, this Job Description may be amended at any time after discussion with you and in any case will be reviewed annually

Signed: (Teacher)

34220

..... (Head teacher) Date