

PRIMARY SECTOR

EARLY YEARS AND KEY STAGE 1 TEAM LEADER

MAIN PROFESSIONAL GRADE PLUS MANAGEMENT ALLOWANCE 2 – PRIMARY

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

1. To fulfil the duties as Early Years and Key Stage 1 Phase Leader
2. To teach a class within Early Years and Key Stage 1
3. Be a key driver in Curriculum Development across the phase and school.
4. To play a key strategic role in the success of the school
5. To lead and work collaboratively with all staff members to drive the progress of learners, promoting high levels of achievement through motivational leadership
6. To model and facilitate a high quality learning experience which provides young people with the opportunity to achieve their full potential
7. To play a key role in school improvement and self-evaluation
8. To develop and enhance a culture of team work, in which views of members of the team are valued and taken into account
9. Share responsibility for the efficient and smooth day to day running of the school
10. To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to other colleagues
11. To foster a love of learning, intellectual curiosity and a growth mindset
12. To promote active and independent learning that enables young people to think for themselves and to plan and manage their own learning
13. To implement and deliver a differentiated and personalised curriculum that engages learners and enables them to make the best possible progress
14. To undertake appropriate professional duties which may be delegated by the Headteacher

LEADERSHIP AND MANAGEMENT:

1. To be a member of the Senior Leadership Team and put into practice decisions made at Senior Leadership Team meetings
2. To inspire and lead, taking a leading role in the monitoring, evaluating and reviewing the curriculum in order to promote high standards of achievement, attainment and progress for all learners across the school, and be able to demonstrate impact
3. Lead and manage the development of whole school initiatives based upon best practice
4. To be actively involved in school self- evaluation leading to the review, compilation and implementation of action plans and subsequent priorities for school improvement
5. In conjunction with the Senior Leadership Team, to oversee the pastoral care within the school
6. Lead and contribute to a shared school culture, values and aims
7. Lead and contribute to the professional learning of all colleagues
8. Contribute to the capacity of the school to improve, by raising the level of teaching skills and effectiveness
9. Model and encourage best practice within Early Years and Key Stage 1
10. Share responsibility for efficiency and smooth day to day running of the school
11. Recognise and celebrate achievement of individuals, their team and the school
12. Conduct assemblies and/or other meetings on a regular basis
13. Further the partnership with parents/carers and learning beyond school
14. Take an active role in furthering relationships with parents and the wider community
15. Take an active part in the development of links with parents (including the PTA) and the community, participating in school events/parent meetings
16. Take responsibility for ensuring the appropriate delivery of subjects across the Key Stage
17. Contribute to the management of school resources
18. Undertake a variety of administration and organisational duties

LEADING TEACHING AND LEARNING:

1. To teach within Early Years and Key Stage 1
2. To demonstrate practically the vision of the school in the teaching and learning, in line with the appropriate policy guidance
3. Maintain the positive ethos and core values of the school, both inside and outside the classroom
4. To be responsible for, and lead with other colleagues and senior leaders, curriculum development in Early Years and Key Stage 1
5. To lead and co-ordinate regular Key Stage meetings and liaise with the other phase leader/s

6. To plan, prepare and teach stimulating lessons that are challenging, engaging and have high expectations of all learners
7. To implement the Bailiwick of Guernsey Big Picture Curriculum
8. To provide an effective learning environment in accordance in accordance with the school's behaviour policy
9. To contribute to the successful development, implementation and review of policies and schemes of work
10. To monitor and assess the achievement of pupils, and to record and report the development, progress and attainment of pupils in accordance with the school assessment policies
11. To make use of current technology to enhance teaching and learning and for the purposes of management
12. To implement the SEN Code of Practice
13. To ensure that learning support assistants or other adults are used effectively in the classroom

LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:

1. To take responsibility for personal professional development and performance management to ensure it leads to improvements in teaching, learning and outcomes
2. Take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan, the performance management process and Education Service's Policy
3. Encourage staff to recognise and develop their talents and potential
4. Share in the leadership of team and whole school staff learning
5. Undertake Performance Management of individual Teachers and Learning Support Assistants
6. Lead and contribute to the professional learning of all colleagues and taking a role in the development of the staff in the Early Years and Key Stage 1 team
7. Contribute to the capacity of the school to improve, by raising the level of teaching skills and effectiveness through effective professional development, coaching and mentoring
8. To be well informed of both local and national developments attending meetings on behalf of the school and reporting back to the Headteacher and staff where appropriate
9. To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward

HEALTH, SAFETY AND WELFARE:

1. To comply with policies and procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection and to report all concerns to an appropriate person
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
3. To commit to uphold the States of Guernsey environmental policies and aspirations for sustainable learning provision

RESPONSIBLE TO:

Headteacher

ACCOUNTABLE FOR:

AS A PHASE LEADER:

1. The good or better progress of pupils within Early Years and Key Stage 1
2. Responsible for ensuring teaching is always good or better in Early Years and Key Stage 1
3. The monitoring, challenge and support of curriculum development and review
4. Furthering the wellbeing and progress of children within the phase
5. Monitoring the curriculum provision, tracking and improving pupil progress and attainment in the phase
6. Providing pastoral support for children and staff
7. Encouraging and enabling team innovation and creativity within a whole school framework
8. Ensuring a purposeful, stimulating learning environment
9. Involvement in the running of Key Stage meetings
10. Ensuring the smooth day to day running of the phase
11. First contact for queries, from parents and/or staff in Early Years and Key Stage 1

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

KEY CRITERIA:

a. Teaching and Learning

1. A suitable graduate teaching qualification
2. An excellent and committed classroom teacher with practical experience of recent teaching and learning pedagogy and substantial and varied teaching experience in a primary setting
3. Experience of successfully implementing strategies for improving standards
4. An understanding of successful strategies to improve effective teaching and learning
5. The ability to work as part of a team
6. Highly effective organisational and classroom management skills
7. Ability to make effective use of modern technologies to enhance teaching and learning

b. Leadership and Management

8. Proven, effective leadership skills and the ability to work with all staff as a team member
9. Experience of leading significant whole school developments that have resulted in positive outcomes for learners
10. Ability to be accountable for own performance and to manage the performance of others
11. Excellent communication and interpersonal skills with a range of people – parents, pupils, staff, external agency workers
12. Be open minded, willing to question and change personal and professional attitudes, beliefs, values and practices, in order to further improve

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