



PRIMARY SECTOR

KEY STAGE 1 LEAD (WITH LITERACY) – MA3

MAIN PROFESSIONAL GRADE

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

The Leader of KS1 will have overall responsibility of KS1. They will be responsible to the Head teacher and work closely with the other phase leaders. This is in addition to the duties of a main professional scale class teacher as set out in the States of Guernsey Education Service's Conditions of Service.

The post holder will:

TEACHING AND LEARNING:

1. Model and encourage best practice
2. Foster a critically reflective attitude to teaching and learning
3. Encourage and enable team innovation and creativity
4. Inspire and enthuse staff to deliver excellent KS1 practice
5. Be conversant with current thinking and developments in KS1

RELATIONSHIPS:

Take an active role in furthering relationships with the wider community
And develop strong partnerships with parents/carers and outside providers

KEY AREAS OF RESPONSIBILITY:

- Make a significant contribution to the school's curriculum and strategic direction
- Contribute to the school ethos, quality and standards
- Take responsibility for the day to day running of KS1 and contribute to the smooth running of the whole school
- Lead a weekly assembly
- Take responsibility for leading and developing KS1 literacy
- Monitor, challenge and support curriculum development and review
- Further the wellbeing and progress of children within the phase
- Monitor provision for children's individual needs and strengths
- Provide support for the well-being of staff
- Ensure a purposeful, stimulating indoor and outdoor learning environment
- Ensure that the KS1 is well resourced and budgeted for
- Oversee KS1 data collection and analysis

PROFESSIONAL LEARNING AND DEVELOPMENT:

1. Take responsibility for the development of staff and team
2. Implement the Education Services performance management policy for KS1
3. Identify INSET needs and either lead sessions, or make use of expertise within the school and outside agencies to provide appropriate support for training.

HEALTH, SAFETY AND WELFARE:

1. To comply with procedures on all matters concerning health, safety and welfare in accordance with the Education Department's policies and procedures
2. To take responsibility for personal health, safety and welfare and that of others who may be affected by their actions or inactions

KEY CRITERIA:

1. Excellent knowledge of KS1 education, KS1 curriculum and experience of effective teaching within KS1
2. Excellent knowledge of teaching and learning in Literacy and the ability to articulate its place within the Bailiwick curriculum.
3. Ability to articulate a vision for quality learning within and beyond the planned curriculum.
4. Proven leadership skills within a school in order to create and sustain a culture that ensures high standards of learning and teaching
5. Proven success in challenging, motivating and monitoring the work of all staff
6. Commitment to learning and to the professional development of self and others.

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 may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.

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