

Job Description



Job Title: Primary Lead

Responsible to: Head Teacher

Hours of work: 37.5 hours per week Monday to Thursday,
08:30 hrs -16:30 hrs. Friday 08:30 hrs – 15:30 hrs.

The duties and responsibilities are to be carried out in Accordance with the Trust's Pay and conditions

Professional Duties

- Take responsibility for the management of the day to day running of the Primary provision as directed by the Head teacher
- Deliver Teaching and Learning to either Key Stage 1 or 2
- Assist the Head teacher and the Governing Body in determining and managing the curriculum of the Primary provision to maintain the high standards of progress and achievement for pupils with ASD and SEMH
- Monitor, record and report formally on the raising the standards of attainment and progress within the Primary provision
- Organise and lead in conjunction with the SENCO the statutory review procedures and ensure the outcomes are followed
- Contribute effectively as a member of the Educational Senior Leadership Team
- Lead and support staff in the management and development of their curricula responsibilities to promote high quality teaching and learning
- Play a major role in supporting professional development of Primary Provision staff
- Act as an appraiser in the Appraisal system
- Support the Head teacher as a Deputy Designated Safeguarding Lead in the Primary Provision as well as the LAC and Child Protection Lead
- Participate in the selection and development of teaching and non-teaching staff of the Primary Provision as required
- Maintain and develop the ethos, values and overall purpose of the school
- Maintain a high standard of professional behaviour and integrity at all times
- Contribute to the Schools Development Plan and SEF
- Contribute to the Governing Board as required, submitting timely reports and contributing to the HT report to Governors
- Carry out any further duties as required by the HT

Specific Duties:

Teaching and Learning

- To be a consistently excellent teacher and deliver engaging and effective lessons that motivate, inspire and improve pupil attainment.
- In discussion with the Head Teacher, plan and prepare engaging lessons based on agreed schemes of work.
- Use regular assessments to monitor progress, set targets and determine appropriate intervention.
- Maintain regular and productive communication with parents, to report on progress, sanctions, rewards and to relay other relevant information.
- Maintain accurate pupil data that can be used to make teaching more effective.
- In conjunction with the Head Teacher, identify the intervention needs of pupils and appropriate strategies to improve attainment.

Leadership and Management

- To actively support and promote the school vision and its values and with the senior leadership team ensure the school aims are being met.
- To promote an atmosphere of continuing professional development and to share good practice with colleagues.
- To contribute to the School's Development Plan.
- To report regularly to the Head Teacher and Governing Body.
- To be a strong role model for pupils.
- To actively contribute to improving and sustaining high standards of learning and teaching in literacy, numeracy and science through setting and striving to meet targets.
- To ensure appropriate assessment strategies are being used to assess pupil progress.
- To use data effectively to identify pupils who need additional resources and/or support.
- To monitor and evaluate planning.
- To manage deployment of support staff within the team.

Progress and Achievement of Pupils

- Ensure that all pupils are given quality feedback in order to make rapid and sustained progress.
- With the Head Teacher, monitor and evaluate standards of achievement and pupil progress.
- To set targets for improvement and put together actions plans for implementation that form part of the School Development Plan.
- With the Head Teacher, identify any underachievement and put plans in place to address.
- With the Head Teacher, analyse assessment data and ensure analysis and evaluations impact positively on pupil progress and outcomes for all pupils.

Parental Involvement and Community Links

- To develop effective parental links.
- To seek the views of parents and pupils.
- To monitor and evaluate parental involvement and community links and their impact on outcomes for pupils.

Other

- Undertake training, professional development and appraisal.
- Take responsibility for own and other's health and safety.
- The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.