



Smart Multi Academy Trust

Job Description



Post:	EYFS and Key Stage 1 Leader		
Base:	Farne Primary School		
Line Manager:	Executive Headteacher and Head of School	Grade:	M1 - UPS3 + TLR2a
Staff responsibility for:	Staff within Key Stage	Salary:	£23,720 - £39,965 + £2,721
Additional:	Some travel may be required.	Term:	Full Time in accordance with STP&CD

Main purpose of the job

1. Lead teaching and learning within the Early Years Foundation Stage to drive standards and outcomes for children
2. Support in the leadership and management of Key Stage 1 in conjunction with the senior leadership team
3. Implement assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
4. Lead, develop and enhance the teaching practice of others through monitoring, coaching and evaluation and promoting improvement strategies to secure effective teaching and learning for learners.
5. Lead, manage and develop a subject/curriculum area/pupil development across the curriculum to provide programmes/activities that match learner aspirations and potential and achieve excellence and enjoyment for all learners.
6. Line-manage a number of staff including the effective appraisal and development in-line with the school development plan;
7. Facilitate an ethos within the team which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes;
8. Uphold and take part in the vision and values of the Trust and school senior leadership team.

Duties and Responsibilities

All teachers are required to carry out the duties of an academy teacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the academy.

Teaching

9. Take responsibility for a class of pupils as designated by the senior leadership team;
10. Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
11. Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
12. Be accountable for the attainment, progress and outcomes of pupils' you teach
13. Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
14. Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

15. Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
16. If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
17. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
18. Make accurate and productive use of assessment to secure pupils' progress
19. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
20. Use relevant data to monitor progress, set targets, and plan subsequent lessons
21. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
22. Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

23. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
24. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
25. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
26. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
27. Have high expectations of behaviour, promoting self-control and independence of all learners
28. Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
29. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures

Team working and collaboration

30. Participate in any relevant meetings/professional development opportunities at the academy, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
31. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
32. Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
33. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
34. Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy
35. Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

Fulfil wider professional responsibilities

36. Work collaboratively with others to develop effective professional relationships
37. Deploy support staff effectively as appropriate
38. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using academy systems/processes as appropriate

- 39. Communicate and co-operate with relevant external bodies
- 40. Make a positive contribution to the wider life and ethos of the academy

Administration

- 41. Register the attendance of and supervise learners, before, during or after-school sessions as appropriate
- 42. Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- 43. Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- 44. Be responsible for improving your teaching through participating fully in training and development opportunities identified by the academy or as developed as an outcome of your appraisal
- 45. Proactively participate with arrangements made in accordance with the School's Appraisal Policy.

Other

- 46. To have professional regard for the ethos, policies and practices of the academy in which you teach, and maintain high standards in your own attendance and punctuality
- 47. Perform any reasonable duties as requested by the Senior Leadership Team.

Safeguarding children and young people

Smart Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. Nothing will be changed without consultation.

Signed: Date: 11/03/2019