



School: Kelvin Grove Community Primary School

Post No:	Job Title: English and KS1 Lead
Job Purpose:	To be an efficient, enthusiastic, committed teacher, flexible and able to contribute to a whole-school approach. To effectively contribute to whole-school improvement, lead by example and support staff in a professional manner.
Reporting to:	Head Teacher
Responsible for:	KS1 staff and English curriculum
Salary/Grade:	TLR2 (B)
<p>Main (Core) Duties: In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's overriding responsibility will focus on raising the standards of teaching, learning and attainment in English across the school, for which he/she will be accountable to the Head Teacher.</p>	
Specific Responsibilities	<p>To manage and lead English and the KS1 phase</p> <p><u>English</u></p> <ul style="list-style-type: none"> • To lead, manage and develop an inspiring English curriculum that reflects the needs and interests of all pupils throughout the school. • To monitor provision and progress of the English Curriculum. • To complete an annual curriculum audit to inform future planning and make contribution to the school's Improvement Plan. • Raise the profile of English through enrichment activities e.g. English Booster classes, Book Week, whole school challenges, website challenge, visits/trips, competitions and interactive displays. • To implement school development priorities linked to English and liaise with the Local Authority. • Monitor all aspects of English teaching and learning through lesson observations, audits of planning, pupils' work, learning displays and assessment • To manage the effective implementation of Letters and Sounds. • Ensure students are regularly assessed and grouped, considering staffing and location, to ensure maximum progress. • To be involved in the development of whole school tracking of reading, writing and GPS. • To identify and facilitate training needs for all staff. • To co-ordinate assessment procedures across the English curriculum, including phonics. • To inform SLT of developments within the English Curriculum. • Report progress against the SIP to the Governing Body, as well as cohort progress. • Liaise with the governor responsible for English and monitor the priorities set out in the SIP. • Analyse teacher assessment; set targets and manage English support for targeted groups of children <p><u>KS1 Lead:</u></p> <ul style="list-style-type: none"> • To organise pupil progress meetings with assigned staff • To monitor pupil progress within the phase • To organise team meetings • To support KS1 staff

	<ul style="list-style-type: none"> • To represent KS1 on SLT meetings <p>To be a Member of the Senior Leadership Team</p> <p>This will include attending Leadership meetings, continuing to develop management experience through INSET, supporting the school self-review and improvement programme.</p> <ul style="list-style-type: none"> • Support the HT to evaluate progress against the SIP. • Manage the performance of designated staff within your phase and support them in developing CPD.
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	<p>Communication</p> <p>To communicate effectively and be able to:</p> <ul style="list-style-type: none"> • Lead staff discussions/meetings. • Encourage a positive attitude to the areas of work for which you are responsible. • Advise colleagues on lesson content, preparation, organisation and methodology and interpretation of programmes of study. • Advise on the use of equipment and resources. • Communicate with the wider community, eg parents, governors, advisory staff and other agencies. • Consult with the Head Teacher about development, standards, concerns etc within the curricular areas. <p>Assessment and Evaluation</p> <ul style="list-style-type: none"> • To support in developing a range of assessment strategies • To promote assessment as a means of informing planning. • To apply standardised and/or national tests as required to inform target setting. • Monitor the progress of all pupils through the implementation of rigorous assessment systems. • Monitor standards within these curricular areas looking to promote and improve the quality of teaching and learning. • To contribute to the school's self-evaluation and school improvement initiatives.
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	<p>Professional Development</p> <ul style="list-style-type: none"> • Keep up to date with new developments, through keeping abreast with current educational initiatives, personal reading and attending appropriate in-service courses. • To be involved in the school's Performance Management programme. • Arrange/deliver school-based, in-service for staff where appropriate in consultation with the Head Teacher. • Update Governors of developments in English - Liaise with the English Link governor on a regular basis, speak at GB meetings and committees, and organise governor visits to classes
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