



# Oak Tree Primary School and Nursery

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Deputy Head: Mrs Marie Gash

Business Manager: Mrs Vanessa Nutter

Headteacher: Mrs Kate Watson

CEO: Mr Martyn Skinner

## Key Stage Leader Job Description and Year 6 Class Teacher

<b>KS2 Leader and Year 6 Class Teacher</b>	<b>Role Reports to:</b> Headteacher and Deputy Headteacher <b>Roles reporting to post:</b> Support Staff and UKS2 staff
<b>Grade of post:</b> MPS/UPS TLR 2	
<b>Accountabilities:</b> Key Stage Two Leader, Year 6 Class Teacher	
For an exhaustive list of teachers' professional duties see the most recent School Teachers Pay and Conditions Document	
<p><b>As class teacher you will be required to:</b></p> <ul style="list-style-type: none"> <li>Foster high standards of learning and achievement across the curriculum for all pupils regardless of background, ethnicity, gender or disability.</li> <li>Ensure effective learning of whole classes, groups and individuals so that learning objectives are met, momentum and challenge are maintained, and best use is made of learning time ensuring all pupils make outstanding progress</li> <li>Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.</li> <li>Have knowledge of and keep up to date with the Curriculum guidance for Key Stage 2, especially in the area of KS2 SATs</li> <li>Actively engage with parents to encourage their involvement with their child's education.</li> <li>Set regular, ambitious yet achievable targets for the children.</li> <li>Plan and deliver a broad-based curriculum in line with the National Curriculum and the school's policies.</li> <li>Create a stimulating, well-organised and purposeful learning environment, keeping classroom and shared areas tidy at all times.</li> <li>Encourage the good conduct and behaviour of the children both in the classroom and around school through the successful implementation of our well embedded school's behaviour policy.</li> <li>Actively reinforce our Take Care ethos within school, which positively encourages high expectations</li> <li>Demonstrate a strong commitment to your own professional development including your participation in the school's performance management system.</li> <li>Develop and maintain good relationships with pupils, parents, colleagues, and outside agencies.</li> <li>Implement the school's policies on assessment and record keeping; marking work, setting targets and reporting progress on pupil attainment.</li> <li>Undertake basic administrative tasks required; to attend and lead assemblies and meetings, and to carry out other duties as reasonably requested by the school.</li> <li>Be responsible for the leadership, development and improvement of a subject area</li> <li>Use data to identify children at risk of not making progress and make adjustments to planning and intervention groups</li> <li>Lead and deploy teaching assistants effectively to support pupil achievement.</li> <li>Have high expectations of all aspects of work.</li> </ul> <p><b>As Key Stage 2 Leader you will be required to:</b></p> <ul style="list-style-type: none"> <li>Support the vision, ethos and policies of the school which secure effective teaching, successful learning and promote high levels of achievement and self-esteem for all pupils irrespective of background, ethnicity, gender or disability.</li> <li>To enthuse, lead, develop and enhance the teaching practices of others across the phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.</li> <li>Help lead and manage the creation and implementation of the school strategic plan which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school</li> </ul>	

improvement and to take responsibility for appropriately delegated aspects of it.

- Raise standards of individual pupil achievement and ensure that good attainment is maintained by providing a model of high quality teaching.
- Develop and maintain good relationships with parents, outside agencies and the local community.
- Role model exemplary classroom practice.
- Promote self-discipline and positive behaviour in accordance with school policy.
- Take responsibility for the development and monitoring of a key curriculum subject as well as the curriculum provision throughout the phase, liaising appropriately with subject leaders and class teachers
- Support the Headteacher and Deputy Headteacher in the monitoring of the quality of teaching and learning across the phase, including the analysis of performance data.
- Ensure issues surrounding the transition of pupils from the phase are considered across the school.
- Establish a partnership with parents to involve them in their child's learning.
- Co-ordinate and oversee the organisation of school visits and extra curriculum enhancements
- Have input into the target setting process for raising achievement for pupils across the key stage and feedback to the Headteacher and Deputy Headteacher.
- Work with the SENCo to ensure that individual pupils receive appropriate support.
- Participate in staff training.
- Attend and lead team and staff meetings.

**As the leader of a core curriculum area you will be required to:**

- Observe, review and evaluate the quality of teaching in the curriculum area.
- Undertake book scrutiny, planning scrutiny, lesson observations, staff and pupil interviews.
- Collect and analyse data in the subject.
- Formulate action plans based on data and monitoring to drive forward improvements to provision.
- Improve the end of key stage outcomes for pupils across school.
- Identify the need for and provide training for colleagues.
- Share subject information with other staff, the SLT and governors

Area	Essential	Desirable
<b>Qualifications</b>	Qualified teacher status Evidence of continued professional development	Middle Leadership Training or a willingness to undertake such a qualification
<b>Experience</b>	Successful teaching in upper key stage two with a proven track record of raising attainment for all pupils	Teaching in Year 6 Knowledge of SATs Leading curriculum subject or area
<b>Curriculum</b>	Knowledge of the National Curriculum and Primary Strategies	Training or experience in subject leadership
<b>Personnel</b>	Develop and sustain good personal relationships Strong communication skills Ability to inspire others	
<b>Assessment</b>	Experience and knowledge of target setting, assessment, recording and reporting Successful use of Assessment for Learning strategies	Knowledge and experience of using Scholarpack and/or O-track for assessment
<b>Skills</b>	Classroom teaching that challenges and inspires Set good standards of behaviour and social interaction of pupils Good organisational skills ICT literate To make an additional contribution to extra-curricular activities Applies knowledge of behaviour strategies to ensure a calm working atmosphere in the classroom	
<b>Parents/ Carers</b>	Be committed to a partnership between home and school	Experience of working with and engaging parents and the wider community
<b>Personal</b>	A belief in inclusion and education for all High expectations of self and others Initiative Enthusiasm Emotional literacy Ability to adapt and innovate	
<b>OTHER CONDITIONS</b>	Enhanced CRB clearance	

**Characteristics of the post:**

The ability to regularly attend meetings as required by the Headteacher.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)