



## ROLE PROFILE

### Key Stage Two Teacher and Curriculum Co-coordinator

<b>Job Family:</b>	Teaching staff
<b>Report To:</b>	Head Teacher
<b>Direct reports:</b>	n/a
<b>Status:</b>	<b>1 year</b> Fixed term contract for from September 2021
<b>Hours:</b>	Full time

### Purpose of the role:

This position is a challenging, exciting and fulfilling role. A topic-based curriculum is provided, and full support is given by the Headmistress and Senior Leadership Team at all times.

Form tutor to our Year 4 pupils, teaching responsibilities will be in Years 3, 4 and 5; teaching the Literacy/English curriculum in engaging ways to achieve high expectations upon outcomes. As Curriculum & Assessment Lead, you will have overall management of the academic program. You will co-ordinate the assessment and reporting arrangements; ensuring all children are making progress and that parents receive detailed and timely updates about their child's attainment in school. You will proactively support and guide your team to achieve a high standard of performance, enabling them to deliver an outstanding academic program for students. You will also work effectively contributing to the Senior Leadership team to deliver a high-quality educational experience for the children.

You will be required to contribute to Senior Leadership meetings and at least one late weekday evening until 6.00pm. You will also be required to show prospective KS2 parents our school in its best light to encourage a growth in pupil numbers.

### Key Responsibilities:

#### Curriculum

Team Coordination; motivating and briefing the teaching team; leading by example  
Leading staff inductions to ensure the team is fully prepared to teach  
Coordination of whole school curriculum & themed activities  
Timetabling of lessons and support  
Monitoring of staff performance through book scrutiny, observations and appraisals  
Monitoring of planning; ensuring it is in line with the school's high expectations  
Co-ordination of information provided to parents about the school curriculum  
Enabling the teaching team to meet the regulatory requirements of the Independent Schools Inspectorate  
Celebrating pupil and school success in creative ways, to include contributions to school social media and parent communications

## **Assessment**

Organising and co-leading training, support and advice on the management and implementation of the assessment policy and practice throughout the school.

Reviewing and analysing assessment data for the whole school, using the software provided

Monitoring pupil progress on a termly basis from teachers' on-going assessments against key learning objectives and providing the Headmistress with summary information.

## **Recording and assessment**

Ensuring teachers are recording data in line with the agreed assessment and reporting policy.

Target setting for raising achievements for all pupils.

Collection and interpretation of assessment data.

Together with SENDCO, prepare records and reports on personal and social needs of the pupils, including Individual Education Plans and Behaviour Support plans.

Co-ordination of examination weeks and academic reports.

## **Key Skills:**

- Ability to adapt quickly to change, be able to respond appropriately to last-minute changes and show flexibility
- Patience and a genuine like for helping others achieve their potential
- Good time management and an ability to prioritise workload
- Proven effective communication skills
- Passion for education and for the teaching of Literacy/English
- Understanding of curriculum and assessment matters
- Proven experience of implementing assessment for positive outcomes
- Attention to detail in written communications and in record keeping

## **Personal attributes:**

- To demonstrate the skills of a good teacher, including the ability to:
  - Interest, encourage and engage pupils;
  - Provide appropriate levels of challenge, so that pupils make good progress;
  - Use methods and resources that enable all pupils to learn effectively;
  - Use assessment information effectively to plan next steps in children's learning
  - Make effective use of time;
  - Secure high standards of behaviour;
  - Make effective use of teaching assistants and other support;
  - Enable pupils to acquire new knowledge and skills;
  - Enable pupils to develop the skills to work independently and collaboratively;
  - Enable pupils to develop self-esteem and respect for others;
  - Create an organised, stimulating learning environment.
- Attitude and aptitude to make a significant contribution to our School ethos that promotes high achievement.
- Drive to achieve results - a commitment to raising achievement.
- Team player – aptitude to work as part of a team in planning and implementing the curriculum.
- Communication at all levels - ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.

- Aptitude to develop and further your own professional development and to the principle of continuous improvement.

<b>Experience and Education:</b>
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- Qualified Teacher Status - essential
- A proven track record of recent and successful class teaching in classes of primary age - essential
- Knowledge and Understanding relevant to the position - essential
- Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age - essential
- Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects - essential
- Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy - essential
- An understanding of equality of opportunity issues and how they can be addressed in schools - essential