

Job Title: Primary Lead

Salary: TLR 2

School: Priory Academy

Aim and main purpose of the job

- To promote and deliver high standards of teaching and learning, pupil achievement and progression in line with Teachers' Standards.
- To be a member of the extended Senior Leadership Team.
- To provide strategic direction and to take the lead on raising standards of student attainment and achievement in the primary phase.

Managing Pupil Learning

The Primary Lead will:

- Monitor the curriculum and learning experiences of KS2 and advise Senior Staff accordingly,
- Use available data to identify target groups of students who require specific support,
- Liaise with Subject Leaders and SLT over curriculum issues,
- Visit students in lessons,
- Oversee regular reviews of students' progress, including termly monitoring (and subsequent invitations to parents) and preparation of annual reports,
- Check, comment on and sign off all reports for the year group,
- Assist the smooth conduct of year group exams by leading pre-examination assemblies and preparation etc.,
- Monitor particularly the progress of those students who fall into identified vulnerable groups,
- Provide support to subject teachers.

Managing Pupil Well-Being

The Primary Lead will:

- Oversee the appearance, behaviour and general welfare of students in KS2.
- Oversee the attendance and punctuality of the students in KS2.
- Ensure the smooth transfer and induction of students who join the school and the transfer to Secondary phase.
- Ensure, with tutors, the good order of the primary group in school assemblies, lead assemblies and encourage the regular participation of members of the year group in

assemblies.

- Investigate and follow up cases of poor behaviour when these are referred, liaise with Senior Team link when matters are sufficiently serious (or Head in extreme cases), make use of sanctions and follow-up strategies, keep relevant written records for files and inform parents as appropriate etc.

Relationship with Parents and the Wider Community

The Primary Lead will:

- Maintain good contact with parents of students in KS2 including making arrangements for parents' consultation meetings and information evenings,
- Liaise with other agencies such as Social Services, School Nurse, ESTMA, Educational Psychologist and Family Support Workers,
- Communicate effectively, both orally and in writing, with parents and Governors.

Managing Staff and Own Performance

The Primary Lead will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development,
- Act as a role model in leading tutor staff,
- Lead the team of primary phase teachers including monitoring and supporting them in their work, holding regular meetings, arranging training and liaising with other Leaders,
- Establish clear expectations and constructive relationships among staff including team working and mutual support,
- Provide regular feedback for teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning and well-being,
- Induct new teachers into the Team.
- Ensure all teachers understand and are actively implementing the key aspects of the school's behaviour management policies.

Efficient and Effective Deployment of Resources

In line with the school's development plan, the Primary Lead will;

- Set priorities for expenditure, allocate funds and ensure effective management and control of the budget
- Monitor and review resources to improve the quality of education and achievement, to ensure efficiency and value for money

General

The Primary Lead will;

- Demonstrate outstanding teaching and learning and will be a role model to others
- Attend meetings of the relevant Governors' committees as appropriate
- Demonstrate a keen interest in all aspects of school life

- Undertake any professional duties of similar level as and when maybe required
- Carry out SLT duty responsibilities

Strategic Leadership

The Primary Lead will:

- Create and review the Primary Team Development Plan which contributes positively to the achievements of the school development plan and which actively involves all subject teachers in its design and execution,
- Contribute to the development of whole School strategic planning and policies.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.