

Godstowe

Job Description

Head of Key Stage 1 and Key Stage 1 Teacher

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

The Head of Key Stage 1 is an exciting opportunity to bring experience and a fresh perspective to an established Pre-Prep Department.

They will be responsible for leading and monitoring the standards of teaching, learning and pastoral care across Year 1 (Kindergarten) and Year 2 (Transition). Working alongside the Head of EYFS (Nursery and Reception/Beginners), they will be collectively responsible for the day to day running of the Pre-Prep. They will work in close conjunction to ensure a united approach across both Key Stages.

The Head of Key Stage 1 role involves the pastoral care of pupils and class teaching within Key Stage 1.

Management

The Head of Key Stage 1 and Head of EYFS report directly to the Deputy Head (School Development). They will work in close conjunction with the Heads of Lower and Upper School and meet weekly, to ensure continuity and strong links between Lodge and Main School.

The Headmistress and Deputy Heads will oversee the day to day running of the Pre-Prep (Lodge). The School Administrator at Lodge will work with the Heads' PA to schedule all meetings and parent visits that require ELT involvement.

Skills and Characteristics

- Outstanding communication skills, commanding the respect from pupils, staff, parents, and governors.
- A dynamic, inspiring outlook with the ability to create fresh and original opportunities for Key Stage 1.
- Outstanding teaching skills with high personal standards and a passion for seeing similar high standards in those around them.
- An accomplished understanding of pupil assessment data and the cycle of how this feeds into regular collaborative planning.
- Excellent administrative and organisational abilities with accomplished IT skills.
- A team player with excellent interpersonal skills, enthusiasm, and a sense of humour.

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Key Responsibilities

- Working in conjunction with the Head of EYFS, the Head of Key Stage 1 will lead on the day-to-day management of staff relating to Kindergarten and Transition. These two roles will work alongside the School Administrator at Lodge to ensure parent meetings are scheduled when required. Cover will be arranged in conjunction with the Assistant Deputy Head Organisation in Main School, when needed.
- Responsibility for the spiritual, moral and social and cultural development of the pupils.
- The Head of Key Stage 1 will work directly with the Head of EYFS to ensure the timetable, assembly and duty rotas are allocated for each Key Stage and Lodge weekly/termly assemblies.
- Ensure all classrooms and displays reflect highest standards across the curriculum, aiming to showcase an excellent range of written and creative examples of work.
- The Head of Key Stage 1 will be responsible for the staff performance reviews relating to Kindergarten and Transition teachers and Teaching Assistants. This will be in conjunction with the Deputy Head (School Development) who will oversee/guide the annual process.
- Weekly meetings will be held with Head of EYFS, Head of Key Stage 1 and the Headmistress and Deputies at Lodge.
- Head of Key Stage 1 will lead weekly Lodge Staff Meetings with Head of EYFS. Each week, a member of the ELT will attend to ensure continuity between Lodge and Main School.
- Tours with prospective parents of Lodge and the Nursery will be conducted by the Headmistress (ELT in her absence) and the Director of Admissions. The Head of Key Stage 1 and EYFS will be available to chat with prospective parents, as they tour.
- The Head of EYFS and Head of Key Stage 1 will lead on all Lodge events relevant to their Key Stage (e.g., Nativities, trips, after care, events).
- The Head of Key Stage 1/EYFS will work alongside the Head of Lodge Activities to ensure the after-school programme is dynamic, varied, and well-balanced.
- Teaching and support staff interviews and recruitment relating to Key Stage 1 will be held in conjunction with Head of HR and members of the ELT, as required.
- Work with the Head of Digital Learning to ensure Key Stage 1 remains current and innovative in its age-appropriate use of technology.
- To sit on the Godstowe Safeguarding Team, led by the DSL and DDSL in Main School.
- In conjunction with Marketing and ELT, review and update the relevant sections of the Parent and Staff Handbooks.
- Work with the ELT and Head of EYFS to ensure the Lodge parents experience excellence and are well-informed of school events and initiatives.
- Attend social events hosted by Friends of Godstowe and encourage Lodge staff to take part.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

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Child Protection

All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.