

**ANNEXE B
POLICY RELATING TO THE WORKING PRACTICE OF A KEY STAGE
COORDINATOR/SMT MEMBER (in addition to the class teacher role)**

(This does not form part of the contract of employment)

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. Strategic direction and development of key stage * - in co-operation with, and under the direction of, the head and deputy head teachers to:

- support the vision, ethos and policies of the school and promote high levels of achievement in the key stage ;
- support the creation and implementation of the school development plan, especially as it relates to the key stage and to take responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets of the school sets and monitor the progress of those which relate to key stage * ;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on key stage;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment at key stage * ;

B. Teaching and learning - to:

- be responsible for the teaching of a key stage * class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- be responsible for the pastoral care of pupils in a class and throughout the key stage, promoting self discipline and good behaviour at all times, in accordance with school policies;
- take responsibility for the development and monitoring of the curriculum provision throughout the key stage, liaising appropriately with subject co-ordinators, class teachers and previous and subsequent key stage or year

group managers;

- support the head and deputy head teachers in the monitoring of the quality of teaching and children's achievements across the key stage, including the analysis of performance data;
- support the head and deputy head teachers in developing links with parents of children in the key stage and managing transition.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

C. Leading and managing staff - to:

- support the head teacher in developing positive working relationships with and between all pupils and staff in the key stage;
- lead groups of staff in developmental activities and evaluate outcomes;
- support the appraisal process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and support assistants in the key stage who may be new to the school.
- ensure that the head teacher, S.M.T. and governors are well informed about policies, plans and priorities for the key stage, its success in meeting objectives and targets, and any future development needs.

D. Effective deployment of staff and resources - to:

- support the head teacher in the deployment of staff in the key stage, and

support those staff in their duties;

- work with the head and deputy head teachers in establishing priorities for expenditure for the key stage, and in monitoring the effectiveness of spending and usage of resources.