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Diocese of Brentwood

**St Mary’s Catholic Primary School, Chingford**

*Love God, Love Others, Love Ourselves*

**Job Description for the position of Key Stage Leader – Key Stage 1**

**Job Title:** Key Stage Leader – Key Stage 1

**Job Purpose**: In addition to the responsibilities of class teacher as set out in the Class Teachers job description and the teachers’ pay and conditions document you will also undertake the key responsibilities and key accountabilities associated with Key Stage 1 Leader. To promote the ethos of our Catholic school within the context of our mission statement.

**Responsible to:** Headteacher

**Key Responsibilities**

* To lead, manage, develop and maintain high quality Key Stage 1 provision which enables quality teaching, excellent learning outcomes and success for all pupils.
* To model effective teaching, to coach and train colleagues and to teach across the school.
* To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate.

**Key Accountabilities**

**Strategic direction and development.**

* To provide for the pastoral, educational, social, moral, spiritual and cultural development for each individual child in Key Stage 1.
* To be responsible and accountable for securing the highest standards of pupil achievement across the phase group, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
* To use relevant assessment information to set targets for improvement across the phase.
* To enthuse, lead, develop and enhance the teaching practices of others across the phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.
* To be accountable for the strategic leadership and management of a phase, within the context of the school’s aims and policies.
* To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
* To contribute to and actively support the overall ethos/work/aims of the school.
* To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.

**Teaching and learning - to:**

* To safeguard every pupil’s health, safety and well being in line with school policies.
* To improve the quality of teaching and learning across the whole school.
* To review planning and teaching methods in order to meet individual pupils needs, including SEN, gifted and talented, looked after children and children with English as an Additional Language.
* To evaluate assessment data in KS1 and discuss outcomes with the Foundation Stage Leader, KS2 phase leader(s), Deputy Head and Head Teacher.
* To carry out work scrutiny to ensure high standards and continuity across the school, with particular focus on Key Stage 1.
* To liaise with Foundation Stage Leader and Key Stage 2 Leader to ensure progression and continuity across the school.

**Leading and managing Staff – to:**

* To establish good relationships, encourage good working practices and support and lead teachers in the Key Stage 1.
* To keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Head Teacher within one week of the meeting/action/outcome.
* To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the specified phase.
* To liaise with the SENCo to contribute to the planning and organising of the work of the LSA, in order to have a positive impact on pupil progress.
* To liaise with members of the Governing Body enquiring about a particular subject/whole school initiative, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject.
* To exemplify good practice in the classroom and provide demonstration lessons for staff / Governors / Parents as appropriate.
* To set targets for classes and the whole school in light of prior attainment.
* To support, guide and advise all staff in all aspects of their work.

**Parents, the community and extended schools – to:**

* Communicate and co-operate with other agencies to support the educational development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
* To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Head Teacher.
* To lead parents meetings/workshops, in consultation with the Head Teacher.
* To organise special assemblies, performances, school trips and other events.
* Play a full part in the life of the school community.
* Encourage parents to participate in the life of the school in a variety of ways.

**Managing own performance and development:**

* To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
* To keep up to date with current trends and research and to debate as appropriate.
* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Think creatively and imaginatively to update and solve problems and identify opportunities.

**Use of Resources to:**

* Identify appropriate resources to promote and support the achievements of Foundation Stage, Key Stage 1 or Key Stage 2 children and ensure they are used efficiently, effectively and safely.
* Oversee and monitor appropriate budget allocations in liaison with the Headteacher and School Business Manager.

**Additional responsibilities and general requirements – to:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher or Deputy Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any discrimination.
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues.

This job description does not form part of the contract of employment. It describes the way in which the phase leader is expected and required to perform and complete the particular duties as set out above.

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

Signature of Teacher: ……………………………….............................……..… Date: ………….......……..

Signature of Head Teacher: …………..........................………………………... Date: ………........……….

Ms Philomena Egan

Headteacher

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