



Job Description: Key Stage Leader (Attach to Classroom Teacher job description)

Job Title: Key Stage Leader (Key Stage 1 & EYFS / Key Stage 2)

Salary: TLR

Job Purpose:

To be responsible and accountable for behaviour and pastoral provision in the Key Stage, for the coordinating planning, teaching and learning within the Key Stage, and to liaise with other Key Stage leaders where necessary, to ensure high standards, continuity and progression throughout the curriculum and provision.

Responsible to:

The Head Teachers and Governors

Duties:

The Key Stage Leaders will:

1. Make an impact on the educational progress of pupils beyond those directly assigned

- lead by example in all areas of the curriculum;
- monitor the standards of behaviour and achievement within their year group and across the Key Stage;
- analyse data and identify key children and vulnerable groups, and ensure targeted and effective intervention and provision is in place to accelerate progress;
- liaise closely with other Key Stage leaders to ensure high standards, continuity and progression across the Key Stage, organising opportunities for planning and feedback to be moderated and shared across Key Stages.

2. Lead, manage, develop and enhance the teaching practise and provision of others

- ensure school Performance Management procedures are followed to support colleagues in developing their practice effectively;
- ensure coaching and mentoring programme is highly effective to raise the standards of teaching and learning within the Key Stage, through agreed monitoring procedures (sharing best practise);
- lead, support, motivate and direct support staff working within the Key Stage, establishing positive working relationships and encouraging efficient working practices;
- oversee all aspects of the Key Stage organisation and management, including preparing agendas and leading meetings, in order to ensure that teachers are effectively supported and monitored in planning, delivery and assessment. In turn, ensuring that school policies and practices are being adhered to;
- oversee the induction process of new members of staff within the Key Stage;
- recognise the need for a positive working and learning climate and actively promote this amongst colleagues, skilfully balancing own pressures with support given to peers.

3. Contribute to the wider professional life of the school

- take responsibility for the behaviour and pastoral care of pupils in the Key Stage;
- undertake lunchtime duties, when necessary;
- coordinate and lead assemblies when necessary;

- coordinate and oversee the organisation of school visits and extra-curricular activities within the Key Stage;
- organise and run a lunchtime club;
- coordinate and oversee the administering and overseeing of National Curriculum tests, where necessary;
- attend and contribute to Senior Leadership meetings, leading strategic developments across the school;
- lead by example in all professional aspects of school life and support the maintenance of a climate conducive to constructive school review and evaluation;
- deputise for the Deputy Headteacher and Head Teachers when necessary;
- ensure high visibility throughout the school, being known and respected by children, teachers, governors and parents.

Signed:

Date: