



Post title:	Leader of KS4
Responsible to:	Vice Principal – Quality of Education
Responsible for:	Strategic leadership of KS4
TLR:	TLR2C
This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.	
Job Purpose:	<ul style="list-style-type: none"> • Provide strategic leadership for Key Stage 4 within the Alternative Provision. Oversee the day-to-day management and quality of provision for KS4 students. • Improve outcomes for pupils facing barriers to mainstream education, including social, emotional, behavioural, and learning needs. • Ensure a safe, inclusive, and aspirational learning environment. • Support students to re-engage with education. • Promote positive academic, social, and emotional progress for all KS4 learners.
Key Responsibilities:	<ul style="list-style-type: none"> • Lead the development, implementation, and evaluation of a high-quality KS4 curriculum that meets the needs of pupils in an Alternative Provision setting. • Ensure curriculum pathways support reintegration to mainstream, transition to KS5, or alternative destinations as appropriate. • To actively maintain high standards of student behaviour and conduct within KS4 • To actively monitor and follow up students' personal, social and academic progress, including attendance and punctuality. • To monitor and ensure implementation of academy policies and procedures in the pastoral area, e.g. Alternative Provision Positive Discipline, Privilege Club etc. • To monitor student progress and performance in relation to targets set for individuals and groups, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
Curriculum Leadership:	<ul style="list-style-type: none"> • Lead the development, implementation, and evaluation of a high-quality KS4 curriculum that meets the needs of pupils in an Alternative Provision setting. • Ensure curriculum pathways support reintegration to mainstream, transition to KS5, or alternative destinations, as appropriate.
Behaviour, Attendance, and Pastoral Oversight:	<ul style="list-style-type: none"> • Maintain high standards of student behaviour and conduct within KS4. • Monitor and follow up on students' personal, social, and academic progress, including attendance and punctuality. • Ensure consistent implementation of academy pastoral policies and procedures, including Positive Discipline, rewards, and sanctions. • Track student progress against individual and group targets, ensuring timely intervention and follow-up where necessary.
Policy development:	<ul style="list-style-type: none"> • Keep up to date with national developments relating to KS4 and Alternative Provision. • Monitor and respond proactively to national, regional, and local initiatives

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Teaching and Quality assurance:	<ul style="list-style-type: none"> • Work with the Vice Principal to implement academy quality assurance procedures and ensure consistent adherence across the KS4 team. • Model outstanding practice in teaching, learning, and assessment, particularly for vulnerable learners. • Monitor the quality of teaching and learning through lesson observations, learning walks, and work scrutiny. • Support staff to adapt teaching approaches for pupils with SEND, SEMH needs, trauma backgrounds, and gaps in learning. • Promote high expectations, consistency, and a positive learning culture across KS4. • Establish and embed common standards of practice within the team to ensure consistency and impact.
Line Management and Staff Development:	<ul style="list-style-type: none"> • Line manage KS4 staff, including teachers, tutors, and appropriate support staff where necessary. • Provide coaching, mentoring, and professional development to support staff performance and wellbeing. • Lead KS4 team meetings and contribute to staff training and CPD programmes. • Support the induction of new staff and trainees working within KS4.
Communication and Collaboration:	<ul style="list-style-type: none"> • Demonstrate high-quality middle leadership, including a strong and visible presence across the academy. • Represent the KS4 cohort's views and interests. • Liaise with the SENCO, Attendance and Health and Wellbeing, and Student Welfare Officers as appropriate. • Maintain effective communication with parents/carers, including arranging meetings and providing regular updates on student progress. • Work closely with the Vice Principal to ensure consistent implementation of behaviour strategies across KS4. • Collaborate with pastoral, safeguarding, and wellbeing teams to support pupils at risk of exclusion, disengagement, or harm. • Promote excellent attendance and punctuality, working with families, local authorities, and external agencies as required. • Ensure inclusive practice for all pupils, particularly those with EHCPs or additional needs. • Contribute to reviews, reintegration meetings, and transition planning.
Additional responsibilities:	<ul style="list-style-type: none"> • Uphold and promote the safeguarding and welfare of all pupils in line with statutory guidance and academy policy. • Ensure safeguarding, equality, and diversity are embedded across all aspects of KS4 provision. • Play a full role in the life of the academy, supporting its ethos and values. • Take responsibility for own professional development. • Engage fully in the appraisal process. • Uphold the Teachers' Standards and academy leadership expectations. • Act as a role model for pupils and staff. • Demonstrate a strong commitment to inclusion, equality, and continuous improvement.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.