

IXWORTH HIGH SCHOOL JOB DESCRIPTION

HEAD OF KEY STAGE

Line Manager:	Assistant Headteacher
Salary:	Leadership Scale L1-L5
Tenure:	Permanent
Contract type:	52 weeks
% of FTE	Full Time

THE POST

We are seeking to appoint an inspiring and energetic Head of Key Stage with a commitment to supporting our students to 'be the best they can be'. First and foremost, you will be an excellent teacher and have an unwavering passion for your subject. You will lead the Key Stage Pastoral Team in all aspects of achievement, attendance and behaviour. You will have a clear focus and understanding of what makes high quality pastoral support and the impact it has on outcomes for students. You will have the ability to teach both KS3 and KS4.

Ixworth High School is a member of the Sapientia Education Trust (SET).

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

Personal Qualities

Sapientia Education Trust expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, calm and tenacious under pressure;
- Be insightful and analytical with good problem-solving skills;

- Have excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students, parents and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;
- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and students about their subject;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

Professional Competence.

Sapientia Education Trust expects its teachers to have the following professional competences, or in the case of newly qualified teachers, the Trust would expect them to develop the following competences:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on student outcomes with a proven track record of total commitment to helping every student achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for students and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- Liaise and work with partner schools, HEIs, Examination Boards and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the school at Open Evenings and all other events;
- Have very high expectations of the learning of all students at all times;
- Work with colleagues across all key stages to ensure embedded transition from Key Stage 2 to 5.

JOB SPECIFICATION

General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Sapientia Education Trust.

The teacher will be responsible to the Headteacher for teaching classes using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers.

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

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- To provide high quality leadership of the Lower School Pastoral Team;
- To take a full part in the extended leadership group;
- To be fully involved in improvement and self-evaluation activities at a whole school level;
- To lead on the planning, delivery and assessment of high quality pastoral support across the lower school;
- To lead on the planning and effective delivery of pastoral support across the lower school;
- To lead on the development of innovative thinking about pastoral support across the lower school;
- To liaise and collaborate with senior colleagues, curriculum leaders and other pastoral leaders to support with the strategic development of good practise across the school;
- In addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the *School Teachers' Pay and Conditions Document*, and in meeting the Post Threshold Standards for a Teacher as laid out in the *Professional Standards for Teachers*, you will be responsible to the Head for the following specific areas.

KEY TASKS:

Leadership of teachers

- To provide high quality leadership, support and challenge to the Lower school Pastoral Team;
- To provide high quality leadership to create very effective teams and drive improvement;
- To oversee, monitor and quality assure the mentoring and support of students in the lower school;
- To ensure that strong procedures are undertaken in the lower school for the recording, monitoring analysing and acting upon a range of data to enable the team to support students in the lower school;
- Evaluate the quality and appropriateness of intervention to tackle student underachievement;
- The performance management and professional development of all members of your team.

Other Management roles

- To monitor and evaluate the quality of teaching and learning in lower school form activities;
- To monitor curriculum coverage in form time for students of all ability levels;
- To work in close partnership with the SENDCo to provide high quality support for SEN students in order to secure 'good' attendance, behaviour and progress;
- To review staff performance and audit training needs as required;

- To monitor and evaluate the progress made in achieving the lower school development plan and targets;
- To report regularly to the Leadership Group and Governors on all aspects of academic progress in the lower school;
- To contribute fully to the implementation of School policies to raise student attendance, behaviour and progress;
- To interpret and use national, local and school-level performance data to help raise achievement and 'close the gap' for key student groups in the school;
- To ensure the effective development of students' literacy, numeracy and ICT skills through form time;
- To be responsible for the consistent implementation and evaluation of behaviour management for lower school students;
- To meet and work with parents, carers and other agencies as required.

REMUNERATION

Salary Details:

Leadership Scale L1-L5

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn all the time to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Sapientia Education Trust's Performance Management program.