

## **KEY STAGE 1 CO-ORDINATOR - JOB DESCRIPTION**

The Key Stage Co-ordinator is responsible to: Deputy Headteacher and Headteacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act, the required standards for Qualified Teacher Status and other current educational legislation.

All teachers in the school are employed on a Catholic Education Service contract and all are expected to uphold the teaching of the Catholic Church.

This job description may be amended at any time following discussion between the Headteacher/Key Stage co-ordinator and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

### Main Duties and Responsibilities

In addition to those professional responsibilities which are common to all classroom teachers in the school and which are set out below, the postholder's key accountability will be for raising the standards of teaching, learning and attainment in the appropriate Key Stage.

The Key Stage Co-ordinator will be expected to:

- Work alongside the head teacher and deputy headteacher in maintaining and promoting the Catholic ethos of the school;
- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching;
- Ensure that the children in the Key Stage have access to an appropriate curriculum, that teachers' planning is effective and that pupils' individual needs are met;
- Build a cohesive team who work closely to provide children with continuity of learning;
- Liaise with other members of the Senior leadership team to ensure curriculum continuity and progression and standards;
- Keep abreast of local and national initiatives and ensure this knowledge is disseminated to colleagues;
- Take assemblies when necessary;
- Meet regularly (usually weekly) with the Senior leadership team;
- Monitor the quality of teaching and learning and share judgements with teachers and support staff
- Convey a positive "can do" attitude, motivate and inspire staff;
- Establish good relationships, encourage good working practices and support and lead teachers;
- Plan, organise and chair Key Stage meetings as appropriate in order to ensure school policies and practices are being implemented;
- Ensure cover is arranged for times when teachers are absent from their classrooms;
- Ensure timetables, e.g. hall timetable, ICT, duty rotas etc are up to date and work smoothly;

- Liaise with teaching assistants timetabled within the Key Stage and with outside agencies.