



# East Wichel Community Primary School and Nursery

## Key Stage Leader Job Description



	<b><u>JOB DESCRIPTION</u></b>
<b>School:</b>	East Wichel Community Primary School
<b>Job title:</b>	<b>Key Stage Leader</b>
<b>Salary Scale:</b>	Main Scale/UPS + TLR
<b>Reports to:</b>	The Headteacher
<b>Purpose:</b>	<ol style="list-style-type: none"> <li>1. The education and welfare of a designated class and key stage of children in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the curriculum, the school aims and the policies of the Governing Body.</li> <li>2. To share in the corporate responsibility for the development, well being and discipline of all pupils.</li> <li>3. To manage the teaching and learning of a class and key stage within the school in accordance with school policy and in pursuit of high standards of pupil achievement in line with Every Child Matters.</li> <li>4. To promote good relationships with, staff, pupils, parents, governors and the community.</li> </ol>
<b>Employment Duties:</b>	You are required to carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document.
	This job description may be amended at any time following discussion between the governing body and the Headteacher, and will be reviewed annually.

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We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## Key Stage Leader Job Description

In addition to the duties of a class teacher, the Key Stage Leader will:

### Championing Our Vision & Values

- Ensure that **ALL** children within your phase are safe, happy, and receive the very best educational experience, with a **rich, inspiring curriculum** that fosters a love of learning.
- Promote our **school values**—Love, Aspiration, Integrity, Community, and Appreciation—so that children develop into **kind, aspirational learners** who are well-equipped for life.
- Set high expectations, ensuring the Key Stage is a **place of excellence** that continuously evolves and improves.
- Be an **excellent role model**, embodying kindness, ambition, and integrity in all that you do.
- Uphold our school rules: **Be kind, work hard, do the right thing, and make a difference.**

### Leadership & Team Collaboration

- Be **visible** and approachable—listen to families, staff, and children, valuing their voices and feedback.
- Lead a **collaborative and supportive team**, empowering staff to share workload, innovate, and solve challenges creatively.
- Organise and lead **positive, solution-focused team meetings** that inspire and enable professional growth.
- Provide strong **line management and support** for support staff within the phase, aligned with the School Development Plan.
- Liaise with other leaders to **ensure smooth organisation and curriculum progression** throughout the school.
- Be a **proactive and engaged** member of the Senior Leadership Team, offering support and challenge to drive continuous improvement.

### Communication & Community Engagement

- Foster strong, **positive relationships with families**, ensuring communication is timely, welcoming, and informative—including through our online platform and newsletters.
- Ensure smooth **transitions** into school and between year groups, organising visits and a **warm, welcoming start** for all children.
- Support new children by ensuring they have buddies and settle well into school life.
- Ensure that **events and key school experiences** are well-organised, aspirational, inclusive, and clearly communicated.

### Organisational Excellence & Safeguarding

- Maintain oversight of **deadlines, dates, and key events**, ensuring the team is well-informed and prepared.
- Collate and analyse **data**, using insights to drive high standards and sharing findings with SLT and governors.
- Work with other leaders to arrange **cover when needed**, ensuring minimal disruption to learning.
- Ensure children's **safety and well-being** at all times, conducting informal risk assessments and overseeing written assessments as needed.
- Be **fiercely ambitious** for yourself, your team, and the children—continually striving for excellence and personal professional development.

Love Integrity Community Aspiration Appreciation

By embracing this role with **passion, dedication, and a commitment to making a difference**, you will help shape a generation of learners who are not only well-prepared for their future but are also happy and ready to make a **positive impact on the world**.

Love Integrity Community Aspiration Appreciation