



JOB DESCRIPTION

Post title	Key Stage 2 Lead
School:	Krishna Avanti Primary School (Croydon)
Salary and grade:	Dependent on Experience in line with the current <i>School Teachers' Pay and Conditions Document</i>
Line manager/s:	The Principal
Supervisory responsibility:	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of key stage 2 phase.
 - Be an excellent classroom practitioner
 - Have an impact on educational progress beyond your assigned pupils
 - Line manage and appraise identified staff
 - Assist in the smooth running of the school at all times, including being responsible with the other senior and middle leaders for the school in the absence of the Principal.
-

Duties and responsibilities

In addition, carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR for being a progress leader for Key Stage 2. This will involve overseeing the development of best practice in teaching, learning and progress tracking of pupils and standards in Key Stage 2.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Improvement Plan relevant to your lead phase.
- Ensure that the work of the phase team is inclusive, and issues are addressed in curriculum
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for key stage 2 including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management



Teaching and learning responsibility

- Lead on ensuring high quality teaching and learning in the key stage 2 phase.
- Have overall responsibility and accountability for Key stage 2 ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your phase team with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitoring and reviewing the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across the phase
- Monitor standards including recorded work as relevant to your phase across the classes including reviewing long and medium-term planning
- Lead on the moderation of assessment across the phase to secure accurate teacher assessment and outcomes across the curriculum.

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant the phase.
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff, particularly those in the key stage 2 team.
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure your keep up to date with current developments in key stage 2 and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other middle and senior leaders for the school in the absence of the headteacher, deputy and assistant headteachers

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.