



## **Key Stage Leader – Job Description L5 to L10**

1. Duties commensurate with a role of a class teacher
2. Ensure the safeguarding of children and young people within the school at all times
3. Act as a Deputy Designated Safeguarding Lead for children in your key stage
4. Duties commensurate with a member of the Operational Leadership Team, equivalent to a role of a Head of Year/Phase, including, but not limited to:

### **Planning and Preparation**

- To ensure smooth transition of students into, through and out of the given Key Stage
- To ensure high quality, innovative curriculum planning within the given Key Stage
- To coordinate timetables for the Key Stage
- To liaise with other KSLs to ensure progressive continuity of curriculum across the school
- In collaboration with other KSLs, to ensure effective deployment of teaching and non-teaching staff, including, as appropriate, arranging of internal cover in the event of absence within the key stage and across the school

### **Delivery**

- To line manage and performance manage teachers in the given Key Stage
- To line manage and performance manage Higher Level Teaching Assistant(s)
- To teach (0.8FTE)
- In liaison with class teachers, to promote continuity and progression of learning for every student through effective implementation of our ASD Model
- To lead the whole Key Stage team in the continuing development of high quality classroom organisation and practice
- To support the development of the whole child by ensuring effective liaison with parents and colleagues from all disciplines
- To share our knowledge and skills externally as part of the leadership and teaching commitment to all students with Autism in the community

### **Evaluation and reporting**

- To ensure that the evaluation of students' progress and achievement is done regularly and to high standards by class teachers
- To ensure that reporting to students and parents on the progress is effective
- To obtain and maintain data as needed for bench marking and target setting
- To ensure that display work in common areas of the key stage is of a high standard
- To report to Deputy Headteacher on a regular basis, in an agreed format
- To be responsible to the Deputy Headteacher for the delegated key stage budget
- To ensure that health and safety and maintenance issues within the key stage are reported promptly to the Facilities Manager
- To proactively promote the Key Stage's and school's successes through traditional and online methods of communication. This includes website,

Facebook, Twitter, LinkedIn and any other such platforms which the school deems appropriate to secure greatest social engagement.

## **Key Stage Leader - Person Specification**

### **Skills set**

#### Qualifications and Experience

- Recognised qualified teacher status (QTS)
- Evidence of appropriate in-service activity and professional development
- Evidence of excellent SEN teaching within a given key stage, covering a range of needs and across all subjects of the curriculum

#### Leadership and Management

- Ability to think strategically, plan, prioritise and meet deadlines
- Able to inspire, challenge and motivate others by creating, sustaining and developing team working and skills
- Ability to effectively lead the team of teachers and support staff in realising the vision and values of the school, as part of the Operational Leadership Team, keeping ahead of international, national and local SEN agenda based on a thorough knowledge of educational issues
- Ability to establish, develop and sustain effective relationships with a range of stakeholders including: students, parents, and staff
- Proven excellent organisational skills with an understanding of the financial implications of decisions
- Ability to plan, monitor, evaluate and review the work of the department
- Ability to initiate and manage change and to plan and organise areas of school improvement and development
- Competence in the use of ICT for teaching and leadership and management

### **Mindset**

#### Personal Characteristics

- Positive, resilient, enthusiastic, approachable, respectful, adaptive
- Can-do attitude
- Eager learner
- Reflective person and practitioner
- Outstanding commitment to workforce development and distributed leadership
- Able to remain calm under pressure
- Ability to maintain a work-life balance for themselves and staff
- An open, consultative management style

#### Educational Values

- Commitment to our school's vision
- Commitment to *Golden Rules*
- Commitment to *ASD Model of Education*
- High expectation of students and staff
- Destination-driven philosophy of education
- Collaboration-minded approach
- Embracing the concept of education as an ever-changing reality