



## Federation of Oxford Road Community School & Wilson Primary School Key Stage 2 Team Leader Job Description

Post title: Key Stage 2 Team Leader  
School: Oxford Road Community School  
Line manager: The Headteacher and governing body  
Supervisory responsibilities: Federation Head of Key Stage

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### Main purpose of the job

- To provide strong leadership focused on improving the quality of teaching and learning in order to improve attainment and progress within the Key Stage.
  - To work closely with the Senior Leadership Team and Governing Body, so that the school is a challenging and supportive learning environment where all members of the school community are able to flourish and realise their educational and personal potential.
  - To carry out the professional duties of a teacher as described in the Teachers' Pay and Conditions Document, including those duties particularly assigned to him/her by the Headteacher.
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### Duties and responsibilities

#### Leadership and Management

- Play a key role in shaping the vision and direction for the school, setting out very high expectations for all and striving for outstanding outcomes for all pupils.
- Play a key role in the school improvement and school self-evaluation.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- Inspire, motivate and influence staff and pupils, especially within the Key Stage, taking a lead role in developing and maintaining the highest standards of teaching and learning.
- Lead the development of excellent learning and teaching within the Key Stage through monitoring and coaching for improvement processes.
- To play a key role in the development of assessment within the Key Stage, including assessment for learning strategies, as a key to improving the quality of teaching and learning.
- To lead a core subject throughout the whole school by developing teaching and resources and ensuring continuity and progression
- To develop pupil voice throughout the school
- To develop the school's partnership with parents and their involvement in their child's learning

#### Teaching and Learning

- Lead staff, by personal example, in classroom teaching performance, using a wide range of strategies to support the development of outstanding learning and teaching throughout the Key Stage.

- Liaise with other leaders to ensure curriculum continuity and progression.
- Develop effective behaviour and discipline policies and procedures to achieve high standards of learning behaviours, independence and self-discipline within the Key Stage

Developing self and others

- Contribute to the professional development of other class teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school.
- To undertake performance management reviews for all support staff within their Key Stage.
- Further develop own professional knowledge and skills by attending relevant courses, reading to keep abreast of current educational thinking and participating fully in school staff development.

Strengthening community

- Promote the positive involvement of parents/carers in school life.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools and external agencies.

Other Duties and Responsibilities

- Be aware of, and work according to, the National Professional Standards for School Teachers.
- Attend meetings in accordance with school policy and lead such meetings as required.
- Take whole school / Key Stage assemblies.
- Prepare and present reports and other forms of high quality communication, as required, e.g. to governors, LA, parents, outside agencies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of Federation organisation and may change either as your contract changes or as the organisation of the Federation is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

Signature of Post holder \_\_\_\_\_ Date    /    /

Signature of Headteacher \_\_\_\_\_ Date    /    /

<b>Person Specification: Key Stage 2 Team Leader</b>		
	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> <li>▪ Shows an understanding and experience of outstanding teaching within the primary phase.</li> <li>▪ Developing and leading staff development programmes for teachers and other staff.</li> <li>▪ Initiating and implementing strategies to develop the quality of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Led a team successfully through an aspect of school improvement.</li> </ul>
Education & Qualifications	<ul style="list-style-type: none"> <li>▪ Qualified teacher status.</li> <li>▪ Degree level education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of recent professional development relevant to a senior leadership role</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>▪ Knowledge of current theory and best practice in teaching and learning in relation to achieving excellent outcomes for learners.</li> <li>▪ Demonstrates effective leadership in relation to raising progress and attainment</li> <li>▪ Able to sustain a safe, secure and healthy school environment.</li> <li>▪ Recognises the role of parents and the community in school improvement.</li> <li>▪ Able to use data to impact on progress and attainment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure knowledge of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>▪ An ambitious and diligent professional who can influence, motivate and inspire others.</li> <li>▪ An outstanding classroom practitioner.</li> <li>▪ An effective organiser.</li> <li>▪ A team player.</li> <li>▪ An ability to articulate a clear vision of excellence and equity that sets high standards for all pupils.</li> <li>▪ A positive and resilient individual with initiative, drive, integrity, and a cheerful disposition.</li> <li>▪ Good personal presence and excellent communication skills.</li> <li>▪ An ability to work effectively under pressure, prioritise appropriately and meet deadlines.</li> </ul>	