#### JOB DESCRIPTION

**Post:** Key Stage 4 Lead - Responsibilities in line with Line Management Structure.

**Responsible to:** The Headteacher

You are expected to support the schools values, comply with all policies/practices and carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document.

As a teacher you are expected to comply with the Teacher Standards:

Within the context of St George’s Special School you will be expected to develop your practice to effectively meet the needs of young people with severe and complex learning needs, including SEMH to promote good or better outcomes for all.

**Leadership:**

You will be expected to meet or exceed the following criteria.

* Demonstrates consistent good performance, meeting all teaching standards, in a manner appropriate for their leadership role
* Consistently demonstrates expected performance for their leadership role and career stage
* Evidences whole-school impact and clear, distinct and effective personal contribution to the school’s strategic planning
* Evidences good management of their areas of responsibility within the school as an organisation, including HR and budget management where appropriate
* Where there is a teaching commitment, confidently demonstrates the highest standards of classroom practice
* Has met all performance management objectives to an appropriate and acceptable level
* Demonstrates credibility amongst colleagues
* Seeks professional support and guidance to guide further development and takes responsibility for ongoing professional development through undertaking wider reading and research
* Provides professional challenge and support to colleagues, when appropriate, and empowers them to make improvements to their practice
* Acts as a role model, offering professional guidance and cascading best practice within the school
* Sustained progress of pupils is evident across the school or within their area(s) of responsibility

**Key Stage Lead**

As a Key Stage Lead you are required to lead curriculum development according to the career expectations framework and to develop an increasing contribution to whole school improvement, ensuring the continued delivery of high-quality teaching and learning across your agreed Key Stage.

You will be ***responsible*** and ***accountable*** for TBC

**Teacher Standards:**

**Demonstrate good subject and curriculum knowledge:**

* promote a love of learning and children’s intellectual curiosity using areas of the curriculum as a vehicle for learning
* reflect systematically on the effectiveness of lessons and approaches to teaching in a curriculum area
* contribute to the design and provision of an engaging curriculum within the relevant subject area(s)
* have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings
* demonstrate a critical understanding of developments in the subject area and curriculum areas, and promote the value of scholarship
* demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
* if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies
* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

**Requirements**

Within guided non-contact or directed time you may for example be asked to:

* ensure that all Key Stage 4 related documentation is up-to-date and includes:
* a curriculum overview;
* policy review
* long term plans and medium term plan exemplars;
* samples of students’ work across the school and ability range;
* progress and attainment data;
* analysis of monitoring and reviewing (including learning walks);
* link Governor meetings, discussion, presentation & documentation;
* develop action plan and road map;
* resource lists;
* cross curricular links;
* stretching the more able student opportunities relevant to the Key Stage.

* keep up-to-date with new nationally related initiatives/requirements and assist in their interpretation and implementation at St. George’s - including curriculum developments targeted for pupils with special educational needs;
* participate in relevant Training and improvement as identified in the School Improvement Plan and agreed with the Leadership Team;
* establish and maintain a whole school Improvement Action Plan for a specific area alongside senior staff and set out a timescale for implementation, resource implications, success criteria and termly impact statement;
* ensure the curricular improvements are appropriate and accessible to all students;
* monitor, guide and support teaching staff in curriculum delivery;
* monitor, review and evaluate the quality of provision in a designated area and make recommendations for further improvement;
* support senior leaders to collect and collate data, and feedback to SLT and Governors to inform progress and improvement planning;
* work in collaboration with the Senior Leadership Team to advise appropriate accreditation / pathways/ curriculum for all students;

You will need to:

* be prepared to work in any area of the school if required;
* undertake other such duties as shall be required by the headteacher.

This job description will be reviewed annually and will be amended in line with your career stage and pay grade.

Signed:

Teacher:

Headteacher:

Date: January 2025

To be reviewed December 2025