**Job Description – Key Stage Leader**

**Role: Key Stage Leader**

**Responsible to: Headteacher**

|  |
| --- |
| **Core Purpose:** |
| * To lead a key stage team. * To lead a core subject across the school. * To carry out the professional duties of a class teacher as described in the Teachers Pay and Conditions Document, including those duties particularly assigned to him/her by the Headteacher. (see class teacher job description) |
| **Duties and Responsibilities:** |
| **Teaching and Learning** |
| * Lead, manage and promote high-quality teaching and learning across the phase. * Work in conjunction with the headteacher and other key stage leaders in developing the curriculum framework for the phase. * Implement strategies for teaching and learning that are appropriate for all pupils and enable a successful transition to their next stage of education. * Display exemplary classroom practice (as outlined in the class teacher job description) which meets the aims and objectives of the school and secures high standards of learning and behaviour. * Ensure the classroom environment is comfortable for all pupils and promotes the highest standard of work. * Monitor the quality of teaching and learning across the phase, setting achievable expectations and offering support and advice where appropriate. * Work alongside the leadership team to monitor and promote effective pupil progress, implementing arrangements for appropriate provision for struggling pupils where necessary. * Develop links with parents of pupils throughout school to encourage parental involvement in their child’s progress and the school’s wider activities, where appropriate. * Keep up-to-date with developments in teaching and learning within the sector and inform others as appropriate. * Provide strong, professional leadership of a core subject area across the school, in order to:   + Develop high quality teaching and learning;   + Ensure progressive teaching of skills and knowledge;   + Support teachers to ensure good progress and attainment for all groups of pupils. |
| **Leadership** |
| * Lead, manage, motivate and inspire staff members working in the phase team. * Ensure staff in the phase are committed to, and promote, the school’s vision, ethos and policies. * Attend and contribute effectively to leadership meetings as required, and report back to other staff when necessary. * In conjunction with the headteacher, provide support and organise required training for staff, within the phase, undertaking performance reviews with the headteacher as appropriate. * Act as an efficient line of communication between phase staff and the leadership team. |
| **Strategic school development** |
| * Support and encourage the development of the vision, ethos and policies of the school. * Assist in the creation and implementation of the SDP, especially aspects that relate to the relevant phase. * Support the evaluation of the effectiveness of the school’s policies and assist in analysing their impact on the school. |
| **Assessment** |
| * In conjunction with the headteacher, take responsibility for the organisation and administration of assessment across the phase, ensuring that statutory requirements are met and school procedures are followed. * Collate assessment information in conjunction with the headteacher and other key stage leaders. * Contribute to the monitoring, analysing and reviewing of the effectiveness of policies, priorities and targets, in light of assessment data. |
| **Pastoral Care** |
| * Be responsible for promoting the welfare of all children and young people and follow school policies and the staff code of conduct. * Promote a school culture which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate * Work in partnership with parents and other professionals responsible for the care of children. * Complete records and reports detailing the personal and social needs of pupils, sharing these with parents, carers, staff and external agencies as required. |
| **Professional Development** |
| * Take part in the school’s performance management procedures. * Reflect on your own teaching practice and the standards of learning in your classroom. * Undergo appropriate training opportunities to promote professional effectiveness in the role. |
| **School Community / Culture** |
| * Support and encourage the development of the inclusive vision, ethos and policies of the school and the Multi-Academy Trust. * Establish and maintain positive relationships with other staff, parents, governors and other relevant members of the school community. * Attend and participate in meetings which relate to the curriculum or organisation and administration of the school, including pastoral arrangements. * Provide cover, for the headteacher, in the unforeseen circumstance that they are unavailable. |
| **Personal and Professional conduct** |
| * Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. * Maintain high standards of attendance and punctuality. |
| **Other Duties** |
| * Undertake tasks related to the day-to-day administration and organisation of the phase, as requested by the headteacher. * Work flexibly within the framework of the duties and responsibilities above. The postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities. |