



Fairfields School

Helping children to help themselves

Post title:	Key Stage Leader
Grade:	TLR 2
Responsible to:	The Headteacher
Supervisory responsibility:	Staff working within Key Stage

Overall purpose of the job:

- ✓ The Key Stage Leader, with the support of the leadership team, takes responsibility for the day-to-day operation of provision and progress made by the school for pupils in a specific key stage.
- ✓ The Key Stage Leader provides professional guidance to all staff working with pupils in this key stage in order to secure high quality teaching as well as the effective use of resources to bring about improved outcomes for all pupils.
- ✓ This is a middle leadership position in the school and is part of the School Leadership Team.

Duties and responsibilities

In addition to carrying out the duties of a class teacher at Fairfields School the post holder will:

- Support and implement the values and beliefs of Fairfields School; especially *"Inclusion is at the heart of all we do."*
- Lead by example as a teacher, achieving great pupil outcomes, behaviour and motivation through effective teaching.
- Support the Head Teacher and Governors in providing a clear vision and direction for the development of the school.
- Attend Leadership Team meetings, and report back to staff when necessary.
- Be a strong advocate for change and champion school improvement.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
- Establish good relationships, encourage good working practices and support and lead teachers and LSAs within the relevant Key Stage.
- Plan, organise and chair Key Stage meetings as appropriate in order to ensure school policies and practices are being implemented.
- Ensure that all school policies and procedures are implemented consistently across the Key Stage.
- With the support of the leadership team, monitor the quality of teaching and learning in the relevant key stage, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils' work.
- Support the Senior Leaders in determining, organising and implementing the key priorities for school development, relating to achievement of and provision for the relevant Key Stage.
- In collaboration with the Deputy Headteacher ensure that all pupil data relating to the relevant key stage is analysed for patterns of achievement and is utilised by all teachers to modify planning and

personalise support. This may include providing monitoring reports on the achievement of pupils and progress against the school development plan.

- Lead, guide and support colleagues in the differentiation of the curriculum and the personalisation of pedagogy and resources to meet the needs of pupils in the relevant Key Stage.
- Lead and support training initiatives and staff meetings which focus on the particular Key Stage.
- Ensure that a range of enrichment and extension activities are offered to and taken up by pupils to enhance their skills, confidence in and appreciation of learning, including school trips.
- Liaise with other Key Stage Leaders to monitor and promote effective transition arrangements to ensure continuity and progression between Key Stages.
- Liaise with other schools and participate in professional networks in order to identify and share best practice with regard to the relevant Key Stage(s)
- Effectively manage any allocated budget in order to progress agreed team and school priorities, maximise attainment and ensure value for money.