

Copnor Primary School

Job Description

POST HELD:

KEY STAGE LEADER – TLR 2C

As you are in receipt of a TLR 2c payment you will be expected to take on the responsibility for leading a significant school improvement priority that will be discussed as part of the performance management process.

The purpose of this job description is to provide a typical list of duties within which Key Stage Leader (Key Stage 1 Leader – EYFS, Years 1&2, Key Stage 2 Leader – Years 3,4,5&6) perform their professional duties. It is not intended to place a ceiling upon activity but, read with school policies, offers genuine opportunities to be professionally proactive.

FUNCTIONS

Whilst the Key Stage Leaders will be non-class based, there will be a teaching responsibility and therefore also have to consistently meet the expectations of the Class Teacher Job Description. They will lead either Key Stage 1 or 2 in consultation with the Assistant Headteacher, Deputy Headteacher and Headteacher to develop the curriculum, analyse data and plan interventions that enable all pupils to make rapid and sustained progress. They will be responsible for the day to day management of the key stage and uphold the school's ethos and values, acting as an excellent role model for other staff, pupils and parents. They will ensure effective deployment of all resources, including adults, across the key stage.

In accordance with the School Teachers' Pay and Conditions Document and other legal requirements, and having due regard to the requirements of the National Curriculum, the school's agreed aims, objectives and schemes of work and any policies of the school and/or Governing Body:

- to be responsible for the overall planning and co-ordination of the curriculum for the designated year groups;
- to share with the Headteacher, Deputy Headteacher and Assistant Headteacher the pastoral care and support of children and staff within the year groups;
- to be a member of the Leadership Team and contribute effectively to the leadership of the school and the raising of standards of attainment.

QUALITIES

It is expected that the Key Stage Leader will:

- be committed to a process of continuous improvement and the raising of standards of attainment & progress within either Key Stage 1 or Key Stage 2 and across the whole school;
- be able to work on his/her own initiative in the execution of the duties outlined below;
- be able to relate effectively to staff, children, parents and the general public;
- promote good relationships amongst those working within the school and contribute to the work of the wider school team;
- be sensitive to the needs of others and be able to develop a reassuring atmosphere at all times;
- take a creative approach to the curriculum to identify and resolve issues as they arise;

DUTIES

Curriculum

In co-ordinating the overall planning of the curriculum for their key stage in consultation with the Assistant Headteacher & Deputy Headteacher, the Key Stage 1 and Key Stage 2 Leader should take responsibility for:

- mapping out the curriculum for each year group including trips and events and MT plans have a broad and balance curriculum;
- have an overview of planning - ensuring progression in skills and hook, outcomes which are challenging and engaging;
- ensuring the National Curriculum requirements are covered through skill progression;

- resourcing the curriculum, in consultation with subject leaders, ensuring its implementation and continuity;
- ensuring that agreed courses of action arising from school improvement activity are taken account of;
- monitoring the quality of marking and assessment within each class within the lower / upper school ensuring all colleagues in the key stage follow the Assessment and Marking policies;
- monitoring year equipment and resources;
- ensuring that colleagues retain, collate and maintain the class records necessary for the end of year transfer and update assessments termly;
- ensuring a continuity of classroom organisation & working walls across each year group within the key stage;
- providing a role model for teaching and learning and demonstrating excellent classroom practice and organisation;
- monitoring, evaluating and making necessary modifications to each year groups planning and communicating these changes to subject leaders;
- overview of visits and visitors and appropriate risk assessments to assist in their planning;
- working alongside Assistant Headteacher, INCo & TAs organise the collection of any appropriate support materials;
- ensuring that children across the year groups have equal access to the whole curriculum;
- encouraging colleagues to consult with the Special Educational Needs Co-ordinator over children requiring additional help;
- liaising with the Inclusion Manager to ensure the implementation of appropriate programmes of work;
- oversee & executing planned arrangements for assessment, moderation using school documentation and moderation of writing;
- ensuring the highest possible standard of work throughout each Year Group within the key stage.

Pastoral Care and Support

The Key Stage Leaders will also be responsible for:

- pastoral care within each year group of the key stage, to include overseeing the individual and collective control and well being of the entire key stage;
- ensuring the highest possible standards of attitudes and behaviour throughout the key stage;
- being accessible to each Year Group colleagues for advice and support and being aware of their individual needs;
- assisting the Assistant Headteacher, Deputy Headteacher and Headteacher in the induction process of new staff;
- organising an agenda, acting as Chairperson and organising the minuting of key stage & year group meetings;
- organising the display of work within designated areas;
- developing and maintaining parent support within each of the year groups within the key stage;
- delegating responsibilities effectively to colleagues and supporting them in their fulfilment;
- encouraging each year group to fulfil the aims of the school;
- taking whole school assemblies as required and plan relevant key stage assemblies as part of the annual cycle.

Management

The Key stage Leader will:

- lead pupil progress meetings and ensuring all vulnerable groups' needs are being met. Deciding strategies and plans of support in place with actions and outcomes; directing staff to Inclusion Manager for appropriate interventions;
- liaising with the Assistant Headteacher, Deputy Headteacher & Headteacher over monitoring and actions and coaching and mentoring;
- gathering assessment materials;
- monitoring actions of moderation - following up actions;
- acting on monitoring focus for half term;
- directing summative & formative assessment opportunities within classes;
- coordinate transition – EYFS – Y1, Yr 2 to Yr3 and Yr 6 to secondary, plus internal transition;
- performance management for Teaching & Learning Leaders in the relevant key stage;
- be a member of the Leadership Team;
- when circumstances dictate, be called upon to act in the absence of the Headteacher, Deputy Headteacher, Assistant Headteacher;
- take a full and active part in all Leadership Team meetings and conferences;
- share effectively whole school decisions and communications with each of the Year Groups within the key stage;

- in consultation with the Assistant Headteacher and Deputy Headteacher, plan the required Teaching & Learning support that each class teacher requires;
- in consultation with the Headteacher, plan the CPD opportunities for all staff within your key stage;
- take an active part in monitoring and assessing progress of each class within the key stage;
- ensure the effective deployment of Teaching Assistants within the key stage;
- participate in arrangements for performance management, including acting as Line Manager for Teaching & Learning Leaders within their key stage;
- take responsibility for decisions and agreed lines of action;
- respect the confidentiality of all information concerning children, families, staff and school matters of which he/she becomes aware during the course of carrying out the role;
- ensure that PPA time is used appropriately and effectively;
- to prepare and present reports, as required to governors, LA officers, parents, outside agencies;
- take on the responsibility for leading a significant school improvement priority that will be discussed as part of the performance management process.

RESPONSIBLE TO: The Headteacher

This Job Description is subject to change and may be amended at any time after discussion with you, but in any case, will be reviewed in line with the school's Strategic Plan.

Signed.....Key Stage Leader

Signed.....Headteacher