



Job details

Contract type: Full time - permanent

Reporting to: Head Teacher/Deputy Head Teacher

Responsible for: KS1

Main purpose

The key stage leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a key stage leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The key stage leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Duties and responsibilities

Strategic development

- > Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- > Set high expectations for all pupils in their key stage and others, and inspire and motivate staff and pupils to reach and maintain high standards
- > Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in their key stage learning
- > Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

Teaching and learning

- > Show an understanding of the school's current systems for recording pupil progress within the key stage
- > Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- > Work with other teachers to review the curriculum and make sure there is continuity and progress
- > Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged
- > Monitor the teaching and learning within their key stage including but not limited to, observations, books scans, plan scans, pupil interviews.
- > Support staff in ensuring assessment is done effectively including the marking of books, impact box on plans, assessment week, moderation.
- > Monitor the progress and quality of teaching and learning within key stage, (e.g. through observations, knowledge of performance data, etc.)

Leading and managing staff

- > Establish short-, medium- and long-term plans for developing and resourcing the key stage
- > Work in partnership with the assessment lead to develop the school's approach to assessment within their key stage, and lead strategy to improve the quality of teaching and learning

- > Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards
 - > Hold phase meetings to discuss progress towards the key stage goals set out in the key stage action plan.
 - > Meet with staff on a one-to-one basis to discuss wellbeing and offering support where needed suggesting CPD to enhance classroom practice
 - > Monitoring staff responsibilities and expectations (timings, policies etc)
 - > Conduct performance management meetings in partnership with the Head to set targets for the year and evaluate performance at the end of the year
 - > Hold progress meetings with the staff within their key stage to monitor and analyse progress towards their performance management targets

General duties

- > Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- > Attend meetings according to school policy, and lead where required
- > Lead whole school and key stage assemblies
- > Where required, prepare and deliver reports to relevant groups (governors, parents, SLT etc)
- > Manage and monitor budgets within your area
- > Manage and monitor resources
- > Offer support to staff within their key stage when meeting parents
- > Meet with parents to discuss growing concerns within their key stage

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/Line Manager's signature.....

Date.....

Postholder's signature.....

Date.....