



JOB DETAILS

Job title: Key Stage leader

Whole school area of accountability: Key Stage - Behaviour, culture teaching and learning.

Reporting to: Headteacher

Main Purpose

- › The Key Stage leader will lead and manage 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.
- › Key Stage leaders will contribute to whole-school self-evaluation and school development 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.
- › The post holder has a teaching commitment in EYFS/KS1/KS2. The Key Stage leader will contribute to the School Plan, supporting the school's ethos, aims and vision.
- › Within their designated Key Stage, the leader will:
 - Impact on educational progress beyond their teaching responsibility
 - Lead, develop and enhance the teaching practice of others in the Key Stage.

Strategic Direction

- › 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 Key Stage, 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 Key Stage learning.
- › Provide guidance and support to staff within the key Stage, working with parents and the community, keeping them informed and involved in pupils' learning.

Leadership Duties and Responsibilities:

- › Inform whole school planning and ensure that Key Stage planning supports the aims and objectives of the whole school, meeting the needs of all pupils in line with agreed policies and expectations.
- › Actively participate in the setting and evaluating school and pupil results and use performance data to inform targets. The Headteacher Lead staff regularly reviews progress against targets, implements change as necessary, and ensures high attainment and progress for all pupils.
- › Ensure the effective deployment of resources, including support staff, within year teams, informed by curriculum mapping and the needs of the children.
- › Lead on managing Key Stage routine, communication with parents, pastoral care and behaviour management.

- › Provide high-quality teaching and learning within their classroom to act as an exemplar to other staff.
- › Lead, develop and enhance the teaching practice of other staff within a specific Key Stage, ensuring consistency in the provision quality across all classes within the Key Stage. Classroom practices are, therefore, in line with school policy.
- › Focus on ensuring effective educational provision for all pupils within the Key Stage. Meaning a broad and balanced curriculum is provided to meet the needs of each class.
- › Ensure consistency and continuity between Key Stages. Established effective communication between Key Stages, ensuring continuity of curriculum provision throughout the Key Stages, leading to transition between classes and Key stages is managed smoothly and effectively.
- › Attend regular senior leadership team meetings and report on developments within the specified Key Stage. As a member of SLT, inform SLT of strengths and areas for development within the Key Stage.
- › Make a substantial contribution to school development planning and related self-evaluation, ensuring the school development plan reflects the needs of the pupils and staff within the Key Stage of education.
- › With the Headteacher take a proactive role in ensuring communication with parents is effective and in line with general school policy. Parents are informed of the curriculum, events and practices within the Key Stage of educational provision.
- › With the Headteacher coordinate the data analysis in their specified Key Stage so that data analysis informs future teaching and identifies training needs within the Key Stage.
- › The SENDco ensures high-quality support for all pupils within the Key Stage; there are coordinated and appropriate intervention groups where the impact of the intervention is measured.
- › To liaise with subject coordinators to ensure that there are appropriate educational resources for all curricular areas.
- › Maintain discipline within the specified Key Stage in line with school behaviour policy. Classes within the Key Stage have a calm, orderly work ethic.
- › Complete specific strategic leadership tasks as delegated by the Headteacher. Opportunities will be provided for the Key Stage leader to gain insight into and first-hand experience of the role of strategic whole-school leadership as part of their professional development.

Teaching, Learning and Assessment

- › Show an understanding of the school's current systems for recording pupil progress within the Key Stage, including multiplication check and Year 6 SATs.
- › 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 ensure continuity and progress.
- › Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged.
- › Establish short-, medium- and long-term plans for developing and resourcing the Key Stage curriculum.
- › Develop the school's approach to assessment within Key Stage and lead strategy to improve the quality of teaching and learning.
- › Take a leading role in inducting new Key Stage staff and ensuring they uphold expected values and teaching standards.
- › Monitor the quality of teaching and learning within Key Stages (e.g. through observations, analysing performance data, etc).

Other Areas of Responsibility

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.
- › Promote the safeguarding of all pupils in the school
- › Assist in the smooth running of the school at all times, including being responsible with the other leaders for the school in the absence of the Headteacher.

Note

This list of duties illustrates the role's general nature and level of responsibility. It is a partial list of tasks the Key Stage leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description is not your employment contract or any part of it. It has been prepared only for school organisation and may change either as your contract changes or as the organisation of the school is changed. Everything will be the same with a consultation. This document will remain the same once signed but will be reviewed annually.

Signature of post holder: _____

Date / /

Name:

Signature of Headteacher: _____

Date/ /

Name: Sam Woodcock