

**ANNEXE B
POLICY RELATING TO THE WORKING PRACTICE OF A KEY STAGE
COORDINATOR/SMT MEMBER (in addition to the class teacher role)**

(This does not form part of the contract of employment)

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. Strategic direction and development of key stage * - in co-operation with, and under the direction of, the head and deputy head teachers to:

- be accountable for the strategic leadership and management of a key stage within the context of the schools aims and policies;
- support the vision, ethos and policies of the school and promote high levels of achievement in the key stage;
- support the creation and implementation of the school development plan, especially as it relates to the key stage and to take responsibility for appropriately delegated aspects of it;
- support in enthusing, leading, developing and enhancing the teaching practices of others across the key stage, through mentoring, coaching, evaluating, supporting, guiding and target settings;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the key stage;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment in the key stage;

B. Teaching and learning - to:

- be responsible for the teaching of a class within the key stage, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline and models good practice for teachers within the key stage and the school as a whole;

- be responsible for the pastoral care of pupils in a class and throughout the key stage, promoting self discipline and good behaviour at all times, in accordance with school policies;
- take responsibility for the development and monitoring of the curriculum provision throughout the key stage, liaising appropriately with subject co-ordinators, class teachers and previous and subsequent key stage leaders;
- keep up to date with current trends and research and use these to inform provision as appropriate;
- support the head and deputy head teachers in the monitoring of the quality of teaching and children's achievements across the key stage, including leading on the organisation of statutory and non statutory assessments and working in partnership with the assessment lead to analyse and report on performance data;
- support the head and deputy head teachers in developing links with parents of children in the key stage and managing transition;
- ensure the children within the key stage have access to a range of extra curricular activities e.g. school trips, residential visits and after school clubs as age appropriate;
- promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures;
- report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or another member of the safeguarding team;
- attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school;

C. Leading and managing staff - to:

- play a full and active role in the school community as a whole;

- support the head teacher in developing positive working relationships with and between all pupils and staff in the key stage;
- support the appraisal process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and support assistants in the key stage who may be new to the school.
- ensure that the head teacher, S.M.T. and governors are well informed about policies, plans and priorities for the key stage, its success in meeting objectives and targets, and any future development needs.

D. Effective deployment of staff and resources - to:

- support the head teacher in the deployment of staff in the key stage, and support those staff in their duties;
- work with the head and deputy head teachers in establishing priorities for expenditure for the key stage, and in monitoring the effectiveness of spending and usage of resources.