



The Holy Trinity Church of England Secondary School

Job Description

Role:	Key Stage Leader
Salary:	TLR, as appropriate
Contract Type:	Permanent

Reporting to:	Leader of Learning
Purpose:	<p>Extend the Leadership of the Headteacher.</p> <p>Create the opportunity and capacity for all members of the school community to learn.</p> <p>Evaluate the standards of the key stage teaching across the Area of Learning and ensure an improvement in academic outcomes.</p> <p>Embody the Christian ethos and underpinning elements of the school.</p>
General:	<p>This job description encompasses the key areas of work for which the post holder is responsible for over and above their role as a classroom teacher. It should be read in conjunction with the job description for the relevant scale/spine classroom Teacher (i.e. TMR/UPR) <u>and</u> the appraisal descriptors for emerging, established and expert teachers (TMR1 to UPR3).</p> <p>Specified priorities will be agreed for individuals leaders with their Line Manager on an annual basis. Details of the initial focus will be given in the job details for the post. Additional responsibilities will reflect the level of TLR which goes with the post.</p> <p>It will be reviewed annually but can be modified in the interim following negotiation.</p>
Conditions of Service:	<p>Reference should be made to the School Teachers' Pay and Conditions Policy,</p> <p>Reference should be made to the specific provisions referred to in this job description,</p> <p>References should be made to the National Professional Standards for Qualified Teacher Status published by the DfE.</p>

Key Accountabilities	Key Actions
<i>Ensure that the Key Stage curriculum is fit for purpose</i>	<ul style="list-style-type: none"> • Ensure student needs are met • Ensure statutory requirements are met • Be aware of future policy movement and adjust accordingly
<i>Maintain and improve the quality of leadership within the Key Stage</i>	<ul style="list-style-type: none"> • Lead on the delivery of the Key Stage • Line manage subject teachers within the team • Ensure that the assessment and reporting structure informs all stakeholders appropriately • Ensure the effective discharge of teachers' accountabilities within the Area of Learning
<i>Maintain and improve the quality of learning and teaching within the Key Stage</i>	<ul style="list-style-type: none"> • Uphold, maintain and improve the school wide learning and teaching systems within the Key Stage • Set targets and effectively monitor some of the teachers within the Area of Learning • Support, develop and intervene with the teachers as appropriate

	<ul style="list-style-type: none"> • Support, develop and intervene with non-teaching specialists within the Area of Learning as appropriate • Establish and implement intervention plans to ensure all students make appropriate progress in the Key Stage
<i>Maintain and improve the quality of Extra-Curricular opportunities within the Key Stage</i>	<ul style="list-style-type: none"> • Establish and maintain regular extra-curricular opportunities for students within the Key Stage • Establish and maintain links to relevant outside agencies to help provide appropriate extra-curricular opportunities.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.