

Key Stage I/2 Leader

Job Description

Post Title	Key Stage I Leader/ Key Stage 2 Leader
School	St Augustine's Catholic Primary School
Salary and Grade	Mainscale
Line Manager(s)	Head of School and Governing Body
Supervisory responsibility	The post holder will be responsible for the deployment and supervision of teaching assistants relevant to their responsibilities
Contract Type	Fixed Term

Main aims of the post

Specific duties include responsibility for the following:

- Leadership and management of Key Stage I/Key Stage 2.
- Development and implementation of the Key Stage I/Key Stage 2 Curriculum.
- Responsibility for leading Assessment, Recording and Reporting across Key Stage I/Key Stage 2.
- Contribute to whole school self-evaluation.

A. Main duties

Leadership includes:

- Be part of the school Leadership Team.
- Identify key areas for development to enable the school to continue to move forward.
- Take the lead in an identified area of development.
- Have a thorough understanding of how assessment data can be used to bring about improved opportunities for children.

Management includes:

- Delegation of supervisory duties
- Liaison between the Headteacher and staff
- Monitor, assess and evaluate learning and teaching
- Participate in the school's performance management process

Areas of Curricular Responsibility:

- Implement and monitor the curriculum and its assessment in Key Stage I/Key Stage 2

Job Description continued

- Teach a Key Stage 1/Key Stage 2 class; be able to demonstrate good to outstanding teaching on a consistent basis.
- Be able to coach and mentor to other teachers and lead workshop sessions.
- Provide, within the agreed expenditure limits, resources for the effective teaching of a particular curriculum area.
- To manage the staff working within Key Stage 1/Key Stage 2.
- To contribute to the School Development Plan, including all developments in Key Stage 1/Key Stage 2.
- To support the Headteacher in leading whole school development.
- Make accurate and productive use of assessment to secure pupils' progress.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments as required.

B. Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with school policy.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

C. Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

D. Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Deploy and manage support staff effectively to ensure the needs of all learners are met.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and Catholic ethos of the school.

E. Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

F. Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.