

## Job Title: Key Stage Leader



Walk On Water

**Location: St Paul's CofE VA Primary School**  
**Reports to: The Deputy and Head Teachers**

**School vision: To inspire a community which values everyone and their God given potential, encouraging all to flourish, achieve and believe in future possibilities.**



- **INSPIRE** - To build a vibrant and inspiring learning environment which promotes curiosity, creativity and enthusiasm.
- **BELONG** - To promote a sense of community where every individual feels happy, safe, respected and valued.
- **ACHIEVE** - To strive for excellence in all areas.
- **FLOURISH** - To allow everyone to flourish and develop their God-given potential.
- **BELIEVE** - To lay a foundation of knowledge, skills and faith so that life can be approached with confidence, resilience and self-belief.

### **Main purpose**

The Key Stage Lead will:

- Have responsibility for and oversee the management of Key Stage 2
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

### **Key responsibilities**

In addition to core teaching responsibilities set out below, you will be required to undertake the following:

- Take overall responsibility for the coordination of teaching, planning and learning within the key stage
- Take overall responsibility for the quality and standards of teaching and learning across the key stage
- Encourage good working practices and provide leadership, direction and support to both teaching and support staff within the key stage
- Oversee all aspects of the key-stage organisation and management including the preparation and chairing of meetings
- Ensure the effective transition of pupils from key stage [number] to [add detail] and if necessary communicate with other key stage leaders to ensure continuity and progression
- Make a significant contribution to the schools' leadership tasks as a member of the senior management team
- Evaluate achievement, attainment and pupils progress data and provide reports to the senior management team and governors as required
- Monitor standards of behaviour across the key stage
- Manage and facilitate the induction process of new members of staff within the key stage.

### **Teaching:**

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder

## **Job Title: Key Stage Leader**

- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Participate in arrangements for preparing pupils for examinations.

### **Whole-school organisation, strategy and development:**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the school's vision and values
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.

### **Health and Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### **Working with colleagues and other relevant professionals:**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

### **Management of staff and resources:**

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- Monitor quality and standards of resources delegated to them.

### **Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others.

### **Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_