



KS1 and Foundation Stage Leader

Job Description

Postholder:

Job Title: Key Stage Leader

Responsible to: Headteacher and Governing Body

Main Purpose:

In addition to carrying out the professional duties of a teacher as stated in the current School Teachers Pay & Conditions document the KS Leader will play a role in the distributed leadership and management of the school. S/he will work in partnership with the Headteacher and Senior Leadership Team as a member of the Extended Leadership Team (ELT) to provide the 'good earth' for all our children to flourish; where every child can learn and explore who they are created to be, with the high expectation that we, individually and collectively, will care for each and every child.

You will be responsible to the Headteacher to provide professional leadership in the key stage which you lead. You will be expected to promote and support the progress of all children to achieve the highest possible standards, in order to raise achievement. You will have impact on educational progress beyond the assigned pupils you teach.

The range of duties listed below amplify and extend the role of a class teacher, but do not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation, as well as within ODBST and school policies and guidelines on curriculum and organisation. Specific variations will be made by negotiation with the Headteacher and Governing Body. This role is classes based.

Teaching and Learning

1. Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the SLT for co-ordinating the work of the Key Stage, supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning in the Key Stage, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.

5. To review long term planning in the Key Stage to ensure coverage, progression and a range of learning experiences across the Key Stage.
6. To liaise with the other Key Stage Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from EYFS - KS1 - KS2 – Secondary School.
7. Take responsibility for reporting and signposting of the pastoral care of pupils in Key Stage.
8. In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in Key Stage.
9. Ensure the Key Stage planning is effectively carried out and ensure pupils' individual needs are being met.
10. To monitor the standards of behaviour and achievement within their year group and across Key Stage to ensure continuity and progression.
11. Set appropriate expectations for the Key Stage staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
12. Supporting the Key Stage staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement for the Key Stage pupils and feedback to the SLT.
2. Monitor progress in the Key Stage and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor the Key Stage planning to ensure individual needs are being met.

Leadership

1. Support the Head Teacher in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the SLT.
3. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Attend Leadership Team meetings as required, and report back to staff when necessary.
5. Be a strong advocate for change and champion school improvement.
6. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
7. Establish good relationships, encourage good working practices and support and lead teachers.
8. Plan, organise and chair the Key Stage meetings as appropriate in order to ensure school policies and practices are being implemented and send meeting notes to the SLT
9. Liaise with teaching assistants timetabled within the Key Stage and outside agencies when needed.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform regulations.

5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, MAT, LEA and neighbouring schools.

People and relationships

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and social responsibility amongst pupils.
3. Manage innovation and change.
4. Work collaboratively.
5. Manage and develop effective working relationships with all staff in the school.

Human and material resources and their development and deployment

1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.
2. Contribute to the audit of staff development and training needs and the provision of effective INSET.
3. Provide support and training during the induction of new Key Stage staff and for trainee teachers.
4. Ensure the maintenance in the Key Stage of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
5. Manage the resources for a specific subject area or a whole school aspect – to be agreed.

Other Duties and Responsibilities

1. To lead change in Teaching and Learning across the school and to take a lead role in line with New Curriculum developments.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified above. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the SLT. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.