



## **Job Description: Key Stage Leader**

**Report to: Head of Primary & Early Years**

**Membership of Primary Leadership Team**

**Job Purpose:**

To lead the staff of the Key Stage team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils. To take an active role in the leadership and management of the school as a member of the Primary Leadership Team, and to promote the well-being of staff and pupils in the KG & Primary school.

**Aspects of Role:**

**Impact on educational progress beyond the teacher's assigned pupils**

Manage pupil review processes and procedures at their Key Stage.

Monitor the progress of individual pupils.

Co-ordinate reports for their Key Stage.

Take part in and help organise parents' evenings.

Arrange and promote activities within the Key Stage.

Monitor the standards of behaviour across the key stage.

Contact parents to discuss pupil behaviour and where necessary and refer issues to the Head of Primary.

**Leading, developing and enhancing the teaching practice of others**

Establish good relationships, encourage good working practices and support and lead teachers and Support staff in their key stage.

Oversee the induction process of new members of staff within the key stage.

Lead by example in all areas of the curriculum.

Assist the Head of Primary to monitor, assess and develop the teaching practice and roles of the class teachers.

Help Head of Primary to address and support poor performance in teachers in team.

Lead on Inset days.

**Accountability for leading, managing the Key Stage**

Oversee all aspects of the key-stage organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.

Evaluate pupils' progress, achievement and attainment, and report to the Assessment Coordinator & Head of Primary.

Liaise closely with other key-stage leaders to ensure continuity and progression across the key stages.

Establish, introduce and update policies for their Key Stage area of the school. Update teachers of changes to school policy.

Recommend schemes of work appropriate to the Key Stage.



## Person Specification: Key Stage Leader

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Qualified Teacher status.</p> <p>Evidence of commitment to further professional development</p>	
<b>Experience</b>	<p>The Key Stage Leader should have experience of:</p> <p>teaching the whole primary-school key stage age range;</p> <p>being in a position of responsibility for an area of management or leadership in school for at least 2 years;</p> <p>participating in a team approach to management, including the management of change;</p> <p>administering and overseeing statutory National Curriculum tests.</p>	<p>In addition, the Key Stage Leader might have experience of:</p> <p>participating in and providing INSET;</p> <p>a range of curricular responsibilities.</p>
<b>Knowledge and understanding</b>	<p>The Key Stage Leader should have knowledge and understanding of:</p> <p>the principles and practice of primary education;</p> <p>curriculum management and the school's role in providing effectively for all pupils;</p> <p>the role of management in monitoring school effectiveness and maintaining a climate conducive to school review and evaluation;</p> <p>the role of the Senior Management Team;</p> <p>whole-school issues.</p>	<p>In addition, the Key Stage Leader might also have knowledge and understanding of:</p> <p>the significance of constructive play in the Foundation Stage and its relevance to the curriculum throughout the primary school.</p>
<b>Skills</b>	<p>The Key Stage Leader will be able to:</p> <p>participate and lead effectively in strategies to support staff development;</p> <p>create a positive team spirit, delegating and negotiating, when necessary, with sensitivity.</p>	<p>In addition, the Key Stage Leader might also have experience of leading school-based INSET.</p>
<b>Personal characteristics</b>	<p>Clear-sighted; Determined; Positive; Results-orientated; Sociable; Motivator.</p>	