

School: Meldreth Primary School

Name:

Leadership Role Job Description

Post title: Key Stage 2 Leader Salary: Teaching and Learning Responsibility Payment –TLR 2

Responsible to / reviewed by: Head Teacher

Responsible for: Key Stage 2 teachers and Teaching Assistants

Job description last updated: April 2016

The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement.

- Managing professional development and review.
- Organising and implementing the curriculum.
- Liaison with the local community, the home and other agencies.
- Monitoring and evaluating standards of teaching and learning.
- Organising and managing day to day procedures to enable the smooth running of the Key Stage.

The salary is reviewed annually and determined according to the School Teachers' Pay and Conditions Document. The duties are in accordance with this document.

Job Purpose:

- To co-ordinate and evaluate teaching and learning within Key Stage 2 and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
- To make strategic evaluations of personnel issues as a supportive and well-motivated team member.

The main areas of responsibility and the assigned duties are specified below.

This is a senior post within the school's Leadership Group. The post holder will ensure the smooth running of the Key Stage and school and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Head teacher.

Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the head teacher 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 Key Stage 2, 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 Key Stage 2 to ensure coverage, progression and a range of learning experiences across the Key Stage.
6. To liaise with the Key Stage 1 Co-ordinator to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS1 to KS2.
7. Take overall responsibility for the pastoral care of pupils in Key Stage 2.
8. In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in Key Stage 2.
9. Ensure Key Stage 2 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 2 to ensure continuity and progression.
11. Set appropriate expectations for Key Stage 2 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 Key Stage 2 staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement for Key Stage 2 pupils and feedback to the Head teacher.
2. Monitor progress in Key Stage 2 and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor Key Stage 2 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 Head teacher.
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. Assume responsibility for the management of the school in the absence of the Head Teacher.
5. Attend Leadership Team meetings as required, and report back to staff when necessary.
6. Be a strong advocate for change and champion school improvement.
7. Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
8. Establish good relationships, encourage good working practices and support and lead teachers.
9. Plan, organise and chair Key Stage 2 meetings as appropriate in order to ensure school policies and practices are being implemented.
10. Liaise with teaching assistants timetabled within Key Stage 2 and outside agencies.

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, LEAs 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 civic 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. Ensure support and training during the induction of new Key Stage 2 staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school and within departments.
5. Ensure the maintenance in Key Stage 2 of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
6. 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 below. 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 Head teacher. 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.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Signed:..... Post Holder

Signed:..... Head Teacher