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**JOB DESCRIPTION**

**Job title:** **Head of Key Stage**

**Responsible to: Deputy Head Teacher**

**The Overall Responsibility of the Post Holder:**

* To carry out the general and specific professional duties of a teacher, as set out in the current School Teachers’ Pay and Conditions Document
* To be accountable for and contribute to the pastoral and academic programme for pupils in the Key Stage
* To give a strategic direction to the work of the year groups in the Key Stage

**The Purpose of the Role:**

* establish a well-formed vision and identity for the Key Stage and model this vision through words, actions and relationships, especially with Heads of Year and Tutors
* be accountable for the academic progress of all pupils in the Key Stage
* promote and encourage high expectations and achievement at all times
* promote an awareness and acceptance of accountability across all staff and pupils in the year group
* ensure equal access to the curriculum for all pupils
* contribute to and support whole school policies in support of pupil achievement, development and welfare
* develop, adapt and employ effective communications across the Key Stage
* be accountable for the social, moral, spiritual and cultural development of pupils in the Key Stage
* promote and monitor the collective act of worship
* support and act as a role model for the School’s behavioural policy
* plan for and support the progression of the pupils into the next stage of their education
* at all times, seek and manage effective working relationships with the pupils, tutors, parents of the year group and other Heads of Year in order that the School’s values and ethos are reflected and modelled in the work of the Key Stage

**Section A:**

**Main Duties / Accountabilities for Head of Key Stage:**

1. **Strategic Planning:**
2. give leadership and support to their Heads of Year and Form Tutors
3. establish, monitor and evaluate annual improvement plan for the Key Stage, within the context of the whole school targets
4. undertake professional development of their own and support that of the Heads of Year, appropriate to their needs and experience
5. make arrangements for pastoral INSET as required
6. **Quality Assurance:**
7. ensure Heads of Year deploy their time and teams effectively
8. maintain and help to manage high standards of behaviour and discipline – especially with regard to dress code/uniform
9. model and maintain high standards of behaviour and discipline within the Key Stage, supporting and working with Heads of Year when there has been a breakdown of pupil behaviour.
10. **Information Management:**
11. co-ordinate academic monitoring of and supportive interventions for pupils
12. co-ordinate information on pupils, from whatever source; distribute this information to those concerned, taking action where necessary
13. present data reports to SLT and Governors
14. **Pastoral System:**
15. know and care for the pastoral well-being of their year group, including the Tutors and support assistants
16. have an overview of pupil attendance and punctuality
17. ensure there is effective use of tutor time.
18. plan and help develop pastoral initiatives in line with school, local and national guidelines
19. **Pupil Progress**
20. in negotiation with Subject Leaders, set and know the targets for both individual pupils and individual year groups within the Key Stage as a whole
21. encourage and plan for a variety of learning styles and experiences
22. monitor and improve achievement and attainment
23. to track the progress for key groups within the Key Stage (DP/LAC/Ethnicity/EAL/SEN etc) and support and plan interventions for these groups and individuals.
24. **Communications:**
25. communicate frequently & regularly with Heads of Year
26. communicate and meet with parents and pupils
27. oversee arrangements for and attendance at Parents’ Evenings for the Key Stage year groups
28. attend year group assemblies
29. quality assure reports before they are issued to parents, where relevant
30. ensure liaison takes place with SEN, G&T, LAC and Pupil Premium/ Disadvantaged pupil co-ordinators regarding appropriate provision for individual pupils
31. **Curriculum provision:**
32. co-ordinate and support with the L4L Co-ordinator the Learning for Life programme across the Key Stage
33. contribute to discussions with subject leaders regarding curriculum developments and provision
34. **Liaison:**
35. meet regularly with the Deputy Head Teacher
36. liaise with the pastoral support staff to monitor absence and punctuality across the year group
37. establish clear expectations and constructive working relationships among staff, through team working and mutual support; devolve responsibilities and delegate tasks
38. **Resources:**
39. monitor the use of form rooms / social room
40. oversee health and safety in form areas
41. work within the pastoral budget
42. **Other specific duties:**
43. support the School in its legal requirements for collective worship
44. oversee Activities Days for their Key Stage
45. actively promote the School’s corporate policies
46. actively engage in the staff review and development process – including appraisal arrangements
47. oversee the compiling of case studies for key individuals and groups within the cohort

**Disadvantaged pupils (PP/LAC/Service)**

1. To attend weekly Intervention group meetings
2. To co-ordinate the intervention for disadvantaged pupils in the year group
3. To liaise with the mentoring team
4. To analyse the three weekly data collection
5. To conduct surveys with the DP cohort as required

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.**