

# Anfield School

## Job Description – Key Stage Leader



**RESPONSIBLE TO:** The Head of School

### General Responsibilities

#### 1) Teaching and Learning

- To deliver outstanding teaching and learning and therefore help students achieve excellent academic results.
- To lead teaching and learning in the Key Stage in order to raise standards, in particular by acting as a role model for outstanding practice.
- To coach and mentor staff in becoming at least consistently good teachers in order to drive up standards across the phase.
- To coach and mentor teachers to develop their expertise in planning, preparation, delivery, assessment, target-setting and use of data.
- To provide a nurturing classroom and school environment that helps students to develop as learners.
- Take a lead role on improving teaching & learning across the phase.
- To help to maintain discipline across the whole school.
- To contribute to the effective working of the school.
- To provide best practice in implementing school policies, sharing these with colleagues and monitoring their implementation across the phase to bring about school improvement.
- To share good practice through demonstration lessons and team teaching to ensure all teaching is consistently good.
- To keep fully abreast of new initiatives and ideas in curriculum development.

In addition to those professional responsibilities which are common to all classroom teachers in the School, the post holder's key accountability will be for raising the standards of teaching, learning and attainment for pupils across a key stage.

#### 2) Specific Responsibilities

##### Leadership

- To assist the Senior Leadership Team in the formulation and implementation of the School Development Plan in order to raise standards across the school.
- To take the lead in the implementation of an agreed key area of school improvement, delegating as appropriate, monitoring progress and reporting regularly to the Leadership Team.
- To assist the S.L.T. in ensuring the delivery of high quality teaching and learning across the school.
- To lead regular meetings to examine standards of attainment within the Key Stage through an analysis of relevant data and samples of work.

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- To actively support and encourage all staff, providing advice, praise and assistance as appropriate to maintain the high standards expected within the school.
  - To provide leadership for all staff and pupils, being visible and proactive in all matters of behaviour and expectation and clearly articulating the strategic direction in which the school is moving.
  - To foster an atmosphere of trust and care in order to generate a corporate attitude and a climate of security within the school.
  - To lead regular meetings of year/phase teaching staff.
  - To meet regularly with the S.L.T. to discuss the progress of the Key Stage/School Development.
  - To uphold and promote the ethos, aims and policies of the school.
  - To work with other relevant teachers in areas of key responsibility to impact positively on educational progress.

### **Management**

- To assist in the organisation of the day to day running of the school in line with its aims, policies and values consulting with S.L.T. members as appropriate.
- To use data to monitor pupil progress with a view to setting clear targets for school improvement and evaluate trends and progress.
- To have responsibility for ensuring a high standard of pupil behaviour and discipline within the Key Stage.
- To liaise with outside agencies as appropriate.
- To organise rotas as necessary and ensure that duties are carried out effectively.
- To take a lead in the organisation of concerts, school events, focus weeks etc.
- To participate in the selection, appointment and induction of staff.
- To assist with ordering of stock as agreed on an annual basis in collaboration with others and within the confines of the budget.
- To monitor the use of assessment to inform teaching and learning.
- To lead, develop and enhance the teaching practice of others through Performance Management Team leadership.
- To be active in issues of student welfare and support.

### **3) Exercise of particular duties**

- To perform any reasonable duties as requested by the Head of School.

**VISION STATEMENT**

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

**MISSION STATEMENT**

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

**GOALS**

- To encourage the development in all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

**VALUES**

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best

*Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.*