



## **Class Teacher & Key Stage Two Lead Job Description**

The Key Stage Two Lead is accountable to the Governing Body of St Teresa's School. This Job Description should be read in conjunction with the current Employment Handbook and Staff Code of Conduct. It will be reviewed annually as part of the post holder's Performance Development Review and may be subject to amendment or modification at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you will be required to fulfil any reasonable expectations from the Joint Head Teachers.

### **Main Purpose of the Job**

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.

### **Job Purpose**

- To co-ordinate and evaluate teaching and learning within Key Stage and to liaise with other members of the Senior Management Team, to ensure continuity and progression throughout the curriculum.
- To make strategic evaluations of personnel issues as a supportive and well-motivated team member and discuss these with other members of the Senior Management Team.
- To monitor and evaluate standards of teaching and learning.
- To organise and manage day to day procedures to enable the smooth running of the Key Stage.

This is a senior post within the school's management team. The post holder will ensure the smooth running of the Key Stage and contribute to initiatives to improve/develop the school. The post holder is accountable to the Joint Head Teachers.

### **Teaching and Learning**

- Lead by example as a teacher and as a leader, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- To be responsible to the Joint Head Teachers for co-ordinating the work of the Key Stage.
- Support subject leaders in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning in the Key Stage, in line with the school policy. This may include learning walks, lesson observations, monitoring of medium and long term planning and scrutiny of pupils work.
- To review long term planning in the Key Stage to ensure coverage, progression and a range of learning experiences across the Key Stage.

- To liaise with the other Key Stage Co-ordinator to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from Key Stage One to Key Stage Two.
- Take overall responsibility for the pastoral care of pupils in the Key Stage.
- In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in the Key Stage.
- Ensure the Key Stage planning is effectively carried out and ensure pupils' individual needs are being met.
- To monitor the standards of behaviour and achievement within their year group and across the Key Stage to ensure continuity and progression.
- Supporting the Key Stage staff to find appropriate CPD.

### **Recording and Assessment**

- Have input into the target setting process for raising achievement for the Key Stage pupils and feedback as part of Senior Management meetings.
- Monitor progress in the Key Stage and ensure appropriate co-ordinator action plans are being implemented.
- Monitor planning to ensure individual needs are being met.

### **Leadership**

- Support the Joint Head Teachers in providing a clear vision and direction for the development of the school.
- Contribute to Senior Management Team decisions on all aspects of policy development and organisation by playing a role in the preparation, implementation and monitoring of the school's development plan.
- Attend Senior Management Team meetings as required, and report back to staff when necessary.
- Be a strong advocate for change and champion school improvement.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
- Establish good relationships, encourage good working practices and support and lead teachers.
- Plan, organise and chair the Key Stage meetings on a regular basis, as appropriate in order to ensure school policies and practices are being implemented.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Liaise with the Governors, when appropriate. Prepare a report on the Key Stage for termly Curriculum Committee meeting.
- Attend and participate in open mornings and parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development.
- Attend team and staff meetings

### **People and Relationships**

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

### **Human and Material Resources and their Development and Deployment**

- When required, lead the professional development of staff through example, coaching, peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET, as part of the Senior Management Team.
- Ensure support during the induction of new Key Stage staff.
- Support the establishment of priorities for expenditure across the whole school and within departments.
- Ensure the maintenance in the Key Stage of a structures environment for effective teaching and learning, for good behaviour and discipline and for pupils spiritual, moral, social, and cultural development.

### **Other Duties and Responsibilities**

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

This job descriptions 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.

### **General Expectations:**

The duties may be varied to meet a change in circumstances in a manner compatible with the post held, at the reasonable direction of the Joint Head Teachers. 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.