

KEY STAGE LEADER - JOB DESCRIPTION

<p>Further develop the quality of teaching</p>	<ul style="list-style-type: none"> • Model good practice and share expertise. • Ensure a positive discipline approach is used at all times, mutual respect is continually fostered. • Participate in the school appraisal system and suggest and advise on appropriate CPD for staff • Support and advise the Head teacher in staff development initiatives, i.e. appraisal, in-service activities etc. • Keep abreast of current educational research and developments and support staff.
<p>Ensure efficiency of day to day systems</p>	<ul style="list-style-type: none"> • Support the Deputy Head Teacher and ECA coordinator in the running of the ECA programme • Support the PTA in organising events for primary children • Support the Deputy Head teacher in Assembly rota's and Duty rota's • Organise the Prefect selection process and responsibilities (KS2) • Assist in the organisation of Key events in KS
<p>Monitor and evaluate pastoral systems across the school</p>	<ul style="list-style-type: none"> • Ensure the behaviour policy is applied consistently across the KS • Ensure the the house point system is used fairly and maintained across the KS • Check for effectiveness and consistency in applying policies through learning walks and observations • Support teaching staff with behaviour issues in school meeting with students, parents and teachers as necessary. • Support the SSS team with IEP's and behaviour management strategies • To maintain a presence among colleagues, parents and students
<p>Lead the development of the School.</p>	<ul style="list-style-type: none"> • Support the Head teacher in the strategic planning for the Primary school. • Create opportunities to communicate the pastoral systems to parents through workshops and information sessions
<p>Welcome and support new staff and students joining the School.</p>	<ul style="list-style-type: none"> • Communicate directly with newly recruited teachers and staff prior to arrival and pass on appropriate documentation. • Meet prospective parents to explain the programme of the school. • Support the transition of students between Key Stages and the Secondary school (KS2)

Signed

Date