



## ***Job Description***

### **JOB DESCRIPTION: LKS2/UKS2 LEADER**

**Job Title/Post: LKS2/UKS2 Leader - Full Time post**

**Salary: Teaching and Learning Responsibility Payment –TLR 2**

**Responsible to: The Principal**

**Responsible for: LKS2/UKS2 teachers and Teaching Assistants**

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.

### **Job Purpose:**

- To co-ordinate and evaluate teaching and learning within LKS2/UKS2 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 Principal.

## **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 Principal 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 LKS2/UKS2, 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 LKS2/UKS2 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 LKS2/UKS2.
8. In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in LKS2/UKS2.
9. Ensure LKS2/UKS2 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 LKS2/UKS2 to ensure continuity and progression.
11. Set appropriate expectations for LKS2/UKS2 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 LKS2/UKS2 staff to meet Performance Management targets.

## **Recording and Assessment**

1. Have input into the target setting process for raising achievement for LKS/UKS2 pupils and feedback to the Principal.
2. Lead Core Team/phase meetings and use assessment data to evaluate impact
3. Monitor progress in LKS2/UKS2 and ensure appropriate co-ordinator action plans are being implemented.
4. Monitor LKS2/UKS2 planning to ensure individual needs are being met.

## **Leadership**

1. Support the Principal 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 Principal.
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 Principal.
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 LKS2/UKS2 meetings as appropriate in order to ensure school policies and practices are being implemented.
10. Liaise with teaching assistants timetabled within LKS2/UKS2 and outside agencies.

### **Standards and Quality Assurance**

1. Support the aims and ethos of the school.
2. Liaise with the Trustees, 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 Trustees, Local Authority staff and neighbouring schools.

### **People and relationships**

1. Sustain effective, positive relationships with all staff, pupils, parents and trustees 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 LKS2/UKS2 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 LKS2/UKS2 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 Principal.

### **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 Principal. 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.