

Job Description

Head of Key Stage (Primary)

Managed by: Head of School

Heads of Key Stage have a specific designated responsibility for one class within the Primary Phase of the School and manage the delivery of education and resources for that class. In addition, the post holder is expected to lead and manage all colleagues who work in the same Key Stage in which they teach. Heads of Key Stage are required to ensure colleagues teach their students according to the requirements of the National Curriculum of England and Wales as adapted for the context of Mongolia and the directives of the Ministry of Education. Furthermore, they are responsible for ensuring Class Teachers and Assistant Teachers maintain the health and safety, conduct, discipline, welfare and well-being of all students in the Key Stage.

The post holder is expected and required to adhere to the following requirements.

Knowledge and Understanding

- Maintain familiarity with the content and the aims of the National Curriculum of England and Wales for all subjects taught within his or her designated Key Stage, developing a detailed knowledge and understanding of programmes of study facilitating support and challenge to Class Teachers.
- Maintain and develop a detailed understanding of subject specific knowledge, terminology and skills required with the National Curriculum of England and Wales.
- Take a leading role in the professional development of all colleagues by participating in the School academic quality assurance process.
- Use feedback from observation and work sampling in addition to external evaluation and personal reflection to maintain and improve the quality of teaching and learning across his or her Key Stage.
- Maintain an active awareness of new and emerging technologies and advise on how they could be deployed at BSU to enhance and extend the learning experience of students in his or her Key Stage.

Pedagogy, Planning, Leadership and Management

- Collaborate with other senior staff and subject coordinators to organise and implement a diverse, flexible curriculum and effective assessment framework to secure and sustain effective learning and teaching throughout the Key Stage.
- Play an active role as a member of the School's Extended Leadership Team (ELT).
- Contribute to and implement the School Development Plan as pertaining to the Key Stage.
- Participate in the development of an organisation in which all members of the school community recognise that they are accountable for the success of the school.
- Monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels.
- Support the Head Master and members of the Senior Leadership Team (SLT) to ensure the recruitment and retention of staff of the highest quality available.
- Model and deliver effective teaching to achieve progression in the knowledge, skills and understanding of each student, maintaining pace and challenge.
- Take a leading role in the development of the BSU schemes of work by ensuring lesson plans and teaching resources created by colleagues are shared and used by others as appropriate.
- Ensure colleagues provide safe, supportive, attractive and stimulating learning environments in all workplaces used within the Key Stage.
- Use, maintain and store classroom resources safely and efficiently.
- Set high expectations for student achievement, progress and behaviour across the Key Stage.
- Allocate and support Class Teachers and Assistant Teachers in defined and understood roles ensure clear delegation of tasks and devolution of responsibilities.
- Organise duty rotas for breaks, lunches and assemblies in collaboration with other colleagues.

- Take a leading role in creating opportunities for the personal, moral, social and cultural development of students through, for example, assemblies, themed academic days, field days and other events.

Monitoring, Assessment, Recording and Reporting

- Assess the degree of success in meeting learning objectives and use this data to inform future planning and curriculum review.
- Mark and monitor students' work according to School policy, providing constructive feedback and setting targets for students' progress.
- Determine, organise and implement the collection and analysis of baseline data and centralised tracking.
- Present a coherent and accurate account of the performance of the Key Stage in a form appropriate to a range of audiences, including parents, teachers, and external professionals.
- Organise and deliver relevant parent information and consultation evenings for the Key Stage.
- Write, check and review written formal reports relating to the progress, development and learning of students within the Key Stage as per the School reporting cycle.

Safeguarding and Supporting the Wellbeing of Students

- Provide a safe and secure environment in which children can develop intellectually, physically, socially and emotionally. Specifically, this involves:
 - having awareness of and complying with the School's Safeguarding and Child Protection Policy;
 - complying with the School's Human Resources and Recruitment processes during on-boarding;
 - attending and applying safeguarding and child protection training and practice;
 - supporting effective monitoring and supervision of students around the School at all times, regardless of task or duty;
 - supporting and delivering the School's PSHE programme;
 - maintaining positive and constructive inter-relationships with parents;
 - adhering to the School's Health, Safety and Environment (HSE) policies and protocols.
- Be vigilant for situations or evidence of a child being hurt or harmed by another person in a way that may impact the child's health, development or well-being.
- Pass on any suspicions of a child being hurt or harmed by another person or details of disclosure(s) to designated colleagues in accordance with School policy.

General School Expectations

- Maintain a detailed working knowledge of and adherence to School policies and procedures, providing support and leadership to others on compliance.
- Promote English as the primary language of communication throughout the School.
- Set a good example to students and colleagues through personal and professional conduct and appearance, ensuring colleagues with the Key Stage adhere to required standards.
- Liaise with other ELT and SLT colleagues to ensure continuity and progression across Key Stages.
- Promote the School internally, in the external local community, at domestic and international events as appropriate, and on-line as per the School's General Communications Policy and Social Media policy.
- Recommend resources required for both the annual international order and monthly local order.
- Ensure all colleagues with the Key Stage liaise with members of the administration team to support the annual inventory of equipment and resources.
- Take on additional responsibilities and duties as reasonably required by the Head Master.

Declaration

I have read the job description above and accept the responsibilities and tasks as detailed therein.

Name:

Post holder's Signature: Date:

Head Master's Signature: Date: