

**Key Stage Coordinator**

We provide an enriching education of the highest standard which allows our pupils to achieve both success and, experience failure in a safe and supportive environment. Staff, pupils and parents share the fundamental expectation of a positive attitude to learning. We nurture our pupils, encouraging them to develop a Growth Mindset to ensure they become resilient and persevere in the face of challenges. Happy, respectful, internationally minded pupils, staff and parents are the core of our community. We support our pupils and staff to constantly develop and improve themselves. We do this as a team, without exception.

**Responsible to**

Head of Section, Tom Davidson & Caroline Smith

Head of School, Chris Akin

**Purpose of the Job**

* To work with and support the Head of Section and Head of School in leading and managing an effective Department as part of the Senior Leadership Team, sharing fully in the responsibilities.
* To model school policies and practice; to actively promote the aims of the school to offer guidance, support and challenge to colleagues, this would be through monthly meetings of the appropriate KS staff.
* To play a leading role in the general life of the school; e.g. looking for learning visits, transport to whole school events, special events, book week, visits, assemblies, timetables, trips etc.
* To take a leadership role in the school’s Observation Management Programme – (LfLV).
* To share responsibility in the School Appraisal Programme.
* To ensure the highest possible of standards of learning and education.
* To meet with the other Co-ordinators to confirm “jobs” and “events” taking place in the Whole School Programme.
* To liaise with the other appropriate Co-ordinators and ensure good transition of children from one KS to the next.
* To ensure continuity of policy and curriculum throughout the school and actively promote equal opportunities for all.
* To work closely with the Coordinator of the IPC programme to assist in clear communication of the actions required.
* To manage the tutors and rewards and sanctions system within their KS to ensure the pastoral and academic programmes are being adhered to rigorously (Secondary).

**The main responsibilities are:**

**Quality of learning:**

* To remain up-to-date with all new initiatives introduced as part of the Curriculum within the boundaries of their KS, and to provide support to the other members of the KS teaching team in this area.
* Ensuring that there is both progression and continuity across the year groups for which they are responsible.
* Working with the SENCO to support pupils with specific challenges.
* To liaise with Head of Section with regards to links with other Key Stages within the School.
* To ensure effective management of all internal examinations.
* To support the Head of Section in the monitoring of exercise books or similar.
* Complete weekly Looking for Learning Visits to ensure the pupils are getting better.

**Supporting staff:**

* Keeping up to date with Statutory Guidelines with regards to Keeping Children Safe in Education (KCSIE). Reporting any worries regarding safeguarding in the first instance to Head of Section and School Safeguarding Lead, Philip Baldwin.
* To ensure staff who teach within their KS are supported and that there is a coordinated approach towards the delivery of lessons across all subjects within the KS.
* To organise meetings where appropriate for those staff teaching within the KS.
* To support staff in meeting with parents where necessary.
* To assist with new pupil and staff induction.

**Ethos and environment:**

* To ensure that classrooms, corridors and displays reflect the learning of our pupils.
* To ensure high standards of learning and social behaviour in the classrooms and around the School.
* Offer incentives, through a KS Award System or similar (Class Dojo), to encourage pupils to adopt a positive attitude to their time in School.
* Provide assemblies, to acknowledge outstanding effort, behaviour, progress, effort and our Personal Goals.
* Take responsibility for the disciplining of poorly behaved children, in the first instance. Introduce specific consequences. Any extreme situations should be passed to the Head of Section whilst the Class Teacher reflects on how to deal with the incident.

**Whole school:**

* To undertake any other duties as may be required from time to time by the Head of Section or Head of School.
* To contribute to the Head of School’s Weekly Newsflash.

The above Job Description is open to change as the role evolves over time. It is vital that the Key Stage Coordinator is involved in the “on-going” development of these important positions with The Lady Elizabeth School.

**CASmith & TDavidson**

**October 2018**