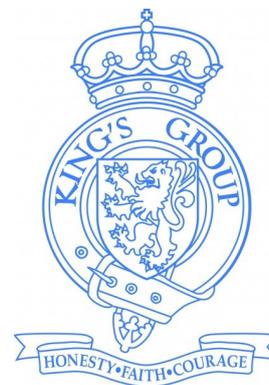


King's College

Soto de Viñuelas



JDSV42 Job Description

Upper Key Stage 2 Coordinator

Job Purpose

The Upper Key Stage 2 Coordinator is a Senior Primary Manager and is a member of the Primary Management Group (PMG) and the Subject Primary Management Group (SPMG). Their general function is to work closely with the Lower Key Stage 2 Coordinator to monitor the quality of teaching and learning, and all aspects of pastoral care within Upper Key Stage 2, whilst co-ordinating all academic matters, pastoral matters and dealing with concerns. A main priority is ensuring a smooth transition of the Year 6 pupils into Key Stage 3. Ultimately, he/she is directly responsible for ensuring that the quality of the King's College experience in Upper Key Stage 2 continues to improve.

Responsible to

Head of Primary

Key responsibilities and Accountabilities:

- To establish a strong working relationship, and meet regularly, with the Lower Key Stage Coordinator, the Year 7 Coordinator and the Deputy Head and Head of Primary to ensure the smooth transition of all pupils from one Key Stage to another, and to monitor their progress.
- To ensure there is a smooth transfer of data from Key Stage 2 to Key Stage 3, with the National Curriculum information shared and used appropriately, and similarly with the transfer of data from Lower Key Stage 2.
- To maintain a general overview of the pupils' progress throughout Years 5 & 6 and then into Year 7
- To meet regularly with the Deputy Head and Head of Primary to discuss all aspects of UKS2, both academic and pastoral.
- To attend and contribute to the weekly Primary Management Group meetings / Subject Primary Management Group meetings.
- To ensure appropriate target setting is used and monitored across the Key Stage.
- To help inform and educate staff, pupils and parents in the use of NC Levels and grading.
- To track students, year groups and entire subjects in order to establish academic patterns early and to act upon them, working with the Subject Co-ordinator.
- To work closely with the Subject Coordinators to monitor the systems for planning and assessment within the Key Stage.
- To monitor the quality of the reporting process.
- To apply appropriate intervention strategies with pupils and communicate effectively with parents, class teachers, the Subject Coordinators, Deputy Head and Head of Primary.

- To ensure that all relevant information, both academic and pastoral / behavioural records are entered, as necessary, within the ClaSS System in a timely fashion.
- To attend and contribute to all relevant meetings and Parents' Information Evenings.
- To participate in lesson observations and work scrutiny processes.
- To advise the Headteacher, Deputy Head and Head of Primary about curricular needs and the best practice being followed in other British curriculum schools.
- To ensure appropriate and effective strategies are in place for EAL students (including Induction English).
- To promote and help in the establishment of extra support groups.
- To meet regularly with the Individual Learning Co-ordinator to ensure the needs of pupils regarded as having Special Educational Needs (including those identified as G and T) are being met
- To help coordinate and lead staff meetings and INSET training for staff when necessary.
- To liaise directly with the other King's Schools on relevant matters.
- To plan, organise and oversee the National Curriculum Tests in Year 6 in conjunction with the Examinations Officer and the Head of Primary.
- To plan, organise and oversee PIPS testing within the Key Stage, to use the data to identify the needs of individual children and class groups as a whole, in order to improve future results.
- To assist with the process of academic setting, collaborating with the Heads of Department, Deputy Head and the Head of Primary.
- To advise the Director of Studies, Deputy and Head of Primary and the ALG body about the results of internal assessment / testing and to monitor the academic progress of pupils in relation to predictive and Value-Added data, or other statistics as appropriate.
- To assist in the assessment of applicants for entry to Years 5, 6 and 7, and to collaborate with the Head of Admissions and Admissions Panel in advising them on the results and the suitability of applicants for places.
- To lead assemblies wherever necessary.
- To feedback regularly to Key Stage 2 teachers, and pupils on academic matters.
- To help to raise the profile of the House System, and to help to plan, coordinate, supervise and support House activities
- To help in the appointment of House Captains, and to meet with them regularly.
- To help with the appointment of class members of the School Council and to help with the organization of their meetings.
- To contribute to the school's eNewsletter and annual magazine
- To monitor / supervise the physical environment, both indoors and out, to ensure that it is tidy, well organised, and attractive to ensure the best possible provision for our pupils, and to report any Health and Safety matters or, aspects that are in need of attention, to the Deputy Head and Head of Primary.
- To monitor and intervene on attendance, uniform, behaviour and punctuality, and to be a presence around the school during pupil non contact time at break times etc supervising carefully.
- To deal with behavioral issues promptly and efficiently.

- To implement and assist in the regular reviewing of school policies and procedures, paying special attention to the Anti-Bullying procedures.
- To be prepared to work beyond the normal school day.
- To attend and support school functions such as Prizegiving, Parents' Evenings, and other events.
- To undertake new tasks and responsibilities as may be reasonably requested by the Head of Primary from time to time.