JOB DESCRIPTION

**Post Title: Lower/Upper Key Stage 2 Progress Leader**

**Post Number: N/A**

**Reporting to: Principal**

**Grade: MPS 5 + TLR 2a**

## 1. Job Purpose & Objectives

1.1 To co-ordinate and evaluate progress, standards of attainment and behaviour within Key Stage 2 and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum. To carry out the duties of a school teacher, as set out in the School Teachers’ job description.

## 2. Main Duties & Responsibilities

**Teaching and Learning**

2.1. Lead by example as a teacher and as a leader, achieving high standards of pupil attainment and progress, behaviour and motivation through effective teaching.

2.2. Be responsible to the Principal for co-ordinating the work of Key Stage 2, supporting and advising where appropriate.

2.3. Monitor the quality of teaching and learning in Key Stage 2, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.

2.4. Review long term planning in Key Stage 2 to ensure coverage, progression and a range of learning experiences across the Key Stage and ensuring that pupil’s individual needs are being through assessment for learning strategies.

2.5. Liaise with Early Years & Key Stage 1 Progress Leaders to monitor and promote effective transition arrangements to ensure continuity and progression between phases.

2.6. Monitor the standards of achievement and behaviour within their year group and across Key Stage 2 to ensure continuity and progression.

2.7. Set appropriate expectations for Key Stage 2 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.

2.8. Support Key Stage 2 staff to meet Appraisal objectives.

**Recording and Assessment**

2.9. Have input into the target setting process for raising achievement for Key Stage 2 pupils and feedback to the Principal.

2.10. Monitor progress in Key Stage 2 and ensure appropriate Progress Leader action plans are being implemented.

**Leadership**

2.11. Support the Head Teacher and SLT in providing a clear vision and direction for the development of the school.

2.12. Take a leading role in specific project(s) to be decided with the Principal.

2.13 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 improvement plan.

2.14. Attend Leadership Team meetings as required, and report back to staff when necessary through regular phase meetings.

2.15. Be a strong advocate for change and champion school improvement.

2.16. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.

2.17 Support Avanti House ‘Ethos and Values’ through day to day practice, including assemblies.

2.18. Lead by example with regards to behaviour management in line with the schools behaviour policy and “Good to be Green” rewards and consequences. Visibly setting very high expectations and supporting staff with behaviour management where required.

2.19. Establish good relationships, encourage good working practices and support and lead teachers.

2.20. Plan, organise and chair Key Stage 2 meetings as appropriate in order to ensure school policies and practices are being implemented.

2.21. Liaise with teaching assistants timetabled within Key Stage 2 and outside agencies.

**People and relationships**

2.22. Sustain effective, positive relationships with all stakeholders

2.23. Encourage moral and spiritual growth and civic and social responsibility amongst pupils in line with the Avanti House ethos and values.

2.24. Manage innovation and change effectively

2.25. Encourage and motivate staff to work collaboratively.

**Staff development and deployment**

2.26. Lead the professional development of staff through example, coaching peer support and target setting (where appropriate).

2.27. Contribute to the audit of staff development and training needs and the provision of effective INSET.

2.28. Ensure support and training during the induction of new Key Stage 2 staff and for trainee teachers.

2.29. Ensure the maintenance in Key Stage 2 of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

**Standards and Quality Assurance**

2.30. Support the aims and ethos of the school.

2.31. Review and monitor behaviour strategies with team members to ensure pupil behaviour is continually improved.

2.32. Liaise with the Principal to ensure individual pupils have support to help improve their behaviour.

2.33. Attend and participate in open/parent evenings.

2.34. Uphold the school's behaviour code and uniform regulations.

2.35. Participate in staff training.

2.36. Participate in Continuing Professional Development

## 3. Additional Information

## Within the School we have the expectation that *staff will be involved in out of school activities and educational trips and that staff will engage in accredited professional development.*

## *NB: The aim of this job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal or nominated representative in consultation with the post-holder to reflect the changing needs of the School*

**Selection Process**

Avanti House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. All successful candidates are required to have a DBS check.

References will be taken up for all short-listed candidates prior to interview.

We welcome applications from both men and women of all ages from any background and from candidates with disabilities. This position is not suitable for a job share.

The closing date for receipt of applications (hard copy or electronic) is **12.00 noon on Monday 27th November 2017.**

Applications can be down loaded at [www.avanti.org.uk/avantihouse/](http://www.avanti.org.uk/avantihouse/)

Visits welcome by appointment. For more information, please contact Mrs. Sonal Mistry. Email: Sonal.Mistry@avanti.org.uk

Completed applications should be signed and emailed to careers@avanti.org.uk

For shortlisted candidates’ interviews will take place on **Monday 4th December and Tuesday 5th December 2017.**

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.