

KEY STAGE LEADER – EYFS and Key Stage 1: JOB DESCRIPTION

Salary

This post carries a salary commensurate to the pay spine of L1 – L5

Line of responsibility

The key stage leader is directly responsible to the Principal and Vice Principal

Line management

S/he shall liaise with the Principal/Vice Principal in the line management of staff working within the EYFS and Key Stage 1 and assist with the appraisal of their work as required. S/he shall be responsible for the teaching of all staff assigned to the key stages.

Job content

Strategic purpose

S/he shall work with and under the direction of the Principal/Vice Principal to lead and manage the school curriculum throughout the key stage.

S/he shall ensure that learning within the EYFS and Key Stage 1 is effectively monitored, supported, evaluated and reviewed in accordance with the school's annual development plan objectives.

Core responsibilities

- S/he shall lead on teaching and provide support to all staff assigned to the key stages and contribute as required to the development of whole school initiatives.
- S/he shall ensure that appropriate courses are prepared, resourced, delivered and evaluated throughout the key stage.
- S/he shall ensure the effective co-ordination and monitoring of all subjects and provision within the key stage.
- S/he shall ensure the effective operation of assessment, recording and reporting systems and the achievement of pupil targets within the key stages.
- S/he shall keep abreast of national and local developments impacting on curriculum delivery and contribute to the development of a broad and challenging curriculum within the key stage.
- S/he shall contribute to the induction and appraisal teaching and support staff, and trainees assigned to the key stages.
- S/he shall contribute to the development and delivery of whole school initiatives as required.
- S/he shall attend staff meetings as required to ensure the effective communication of key stage and whole school initiatives.