Trinity St Stephen Church of England First School

Job Description (Key Stage Two Leader)

**Responsible to: Head teacher**

**All post holders at Trinity St Stephen Church of England First School are required to support the Christian values and ethos of the school.**

**Our values are: friendship, trust, wisdom, compassion, peace and fellowship**

**Our School Vision is: To be a Christian learning community where all are supported and challenged to achieve and thrive.**

**STATUS OF THE POST**

This is a senior post within the school’s staffing structure. The post holder is accountable to the Headteacher.

**MAIN PURPOSE OF THE POST**

In addition to those professional responsibilities which are common to all classroom teachers in the school, the postholder’s key accountability will be for raising the standards of teaching, learning, attainment and achievement for all pupils across the curriculum. The principle mechanisms for discharging these duties will be through:

* Working effectively with the Headteacher
* Working effectively and responsibly within the Senior Leadership Team
* Leading and managing Key Stage 2 and a core subject
* Producing mid and end of year reports for governors and the leadership team.

**Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum**

The primary role as Key Stage 2 and subject leader is to oversee pupil attainment and progress within this subject area and to support high quality teaching and learning across this phase.

* Play a key role in school review and self-evaluation for Key Stage 2 and subject area;
* Define and agree appropriate improvement targets for the school improvement plan;
* Provide the Headteacher and school governors with relevant subject, curriculum area and pupil performance information;
* Establish CPD needs and opportunities;
* Lead and manage pupil development, achievement and attainment across Key Stage 2;
* Monitor planning, curriculum coverage and learning outcomes within Key Stage 2;
* Lead in the development of effective teaching and learning styles;
* Establish/monitor systems to assess and record pupil progress and attainment;
* Establish, introduce and update policies for the subject or aspect;
* Develop schemes of work to ensure continuity and progression for all pupils;
* Ensure that key skills are developed throughout the phase;
* Ensure that all pupils have equal access to the curriculum;
* Arrange and promote appropriate activities within the school for this Key Stage;
* Manage resources efficiently within the subject area and key stage so that teaching and learning is effectively supported;
* Manage a learning and resources budget, maintaining an accurate, yearly updated inventory of all resources and replacing and or updating missing resources.
* Liaise with external support agencies;
* Lead parent forums and give specialist advice to parents of this Key Stage;

**Making an impact on the educational progress of pupils beyond those directly assigned**

* Use data and other information to inform strategic planning and identify challenging and realistic targets;
* Monitor pupil standards and achievement against annual and other targets and track progress using the school’s agreed tracking systems;
* Ensure that relevant attainment/achievement targets are met;
* Lead evaluation strategies to contribute to overall school self-evaluation and school improvement;
* Contribute to relevant sections of the school’s record of self evaluation and the school improvement plan;
* Plan and implement strategies where improvement needs are identified;
* Monitor and evaluate standards of teaching and learning across Key Stage 2;
* Evaluate the impact of all improvement activities on the quality of teaching and learning;
* Plan and implement strategies to improve teaching where needs are identified;
* Monitor standards of pupil behaviour and application;
* Contribute to professional and pupil progress reviews providing appropriate follow-up support and intervention.

**Leading, developing and enhancing the teaching practice of others**

Working with other relevant teachers in the key stage/team:

* Maintain personal expertise and share this with other teachers;
* Monitor the quality of teaching and learning, giving clear and helpful feedback and sharing judgements with teachers and support staff as appropriate;
* Plan and implement strategies to improve teaching where needs are identified;
* Monitor teachers planning and provide feedback to ensure it meets agreed criteria;
* Monitor teachers learning environments and provide feedback to ensure they meet agreed criteria;
* Act as an excellent role model of good classroom practice for other teachers, modelling effective strategies with them;
* Induct, support and monitor new staff where necessary;

**Leadership responsibility**

* Lead and support the Christian ethos of the school including taking part in Religious Education and sharing in the conducting of school assemblies;
* Encourage the practice of working as a team
* Ensure high levels of professional accountability are held within the team;
* Maintain high standards of classroom organisation;
* Maintain high standards of professionalism at all times;
* Meet deadlines;
* Share whole school responsibility for the pastoral care of pupils and staff
* Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale;
* Show commitment to the extra-curricular activities of the school e.g. maintaining a presence at PTA and other community events when required;
* Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents, the local community and other stakeholders;
* Share responsibility for the pastoral care and behaviour management of children;
* Ensure the school is a safe and well organised environment;
* Remain up to date on developments and issues with regard to the leadership and curriculum of a primary school

**Other School Improvement Plan responsibilities**

1. To play a key role in school review and self-evaluation and identify target areas for the school improvement plan**;**
2. The post holder will be directly accountable to the Headteacher and governing body and will be required to keep a full and accurate supportive evidence file which is a statutory requirement for completion of the SEF.

**Trinity St Stephen First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Regular vetting will take place both before and during employment.**

**The school is committed to the implementation of equal opportunities principles, monitoring and Trinity St Stephen First active promotion of equality in all aspects of the school community, including staffing and employment. School will endeavour to ensure that the opportunities to succeed are equal for all.**

**Other duties and responsibilities**

You are required to comply with any reasonable request from the headteacher to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description.

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| Postholder |  |
| Headteacher |  |
| Date |  |