



St. Laurence Primary School

Job description: Key stage leader

St. Laurence Catholic Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Key Stage Leader

Salary: Main Scale or UPS (possible TLR Allowance, dependent on experience and qualifications)

Hours: Full-time

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The KS2 leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a KS2 leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice

The key stage leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Duties and responsibilities

> Strategic development

- > Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- > Set high expectations for all pupils in KS2 and inspire and motivate staff and pupils to reach and maintain high standards
- > Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in KS2 learning
- > Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

➤ Teaching and learning

- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

Leading and managing staff

- Establish short-, medium- and long-term plans for developing and resourcing the KS2
- Develop the school's approach to assessment within KS2 and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within KS2, (e.g. through observations, analysing performance data, etc.)

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ Qualified teacher status➤ Evidence of professional development relevant to this role
Experience	<ul style="list-style-type: none">➤ Teaching within the primary phase, including evidence of outstanding teaching directly linked to KS2 delivery➤ Team leadership, including during school development and/or improvement➤ Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight➤ Developing and delivering staff development programmes➤ Implementing teaching and learning strategies to improve quality and pupil attainment

Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Good IT skills, including previous use of My Concern (or similar safeguarding system). ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2024

Next review date: January 2025

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
