



# Coddington C of E Primary and Nursery School

## Key Stage Leader Job Description

### **Job Purpose**

The key stage leader is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document, and under the reasonable direction of the Head Teacher. In addition, the Teaching and Learning Leader will be expected to assist the Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the key stage Leader should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues, pupils and families.

### **Duties**

The Teaching and Learning Leader will:

- Inspire, drive and provide purposeful leadership of Teaching and Learning across the Key Stage
- Work as part of the Leadership Team to develop and maintain the ethos of the whole school
- Work in partnership with the SLT to ensure teaching and learning remains research driven and outward facing
- Undertake a teaching commitment as directed by the SLT
- Be an appraisal team leader
- Raise the standard of Quality First Teaching across the school
- Design effective action plans for teaching and learning and curriculum subjects based on monitoring findings and data analysis
- Support and empower teachers and subject leaders to drive developments in teaching and learning across the curriculum
- Assists the senior Leadership Team in developing, implementing and monitoring the School Improvement Plan
- Lead School Improvement initiatives
- Support the Senior Leadership Team in maintaining high standards of behaviour in the classroom and around the school with due regard to the school's policies on behaviour and anti-bullying
- Assist in the positive implementation of the equal opportunities policy within the school
- Safeguard the health and safety of others in accordance with the school Health and Safety Policy
- Ensure there is consistent application of the school's policies and procedures
- Ensure development opportunities are sharply focused on developing teaching and learning

- Be involved in the organisation, planning and delivery of assemblies as and when necessary

### **Staff Management**

- Carry out the role of leadership of key stage Leader
- Ensure that resources in school are maintained at a level and in a way to deliver teaching and learning effectively
- Lead by example in the development of teamwork, mutual support and collaboration of colleagues and motivation of staff
- Role model the school's leadership behaviours
- Review and develop expertise across the staff team, including through CPD opportunities
- Lead, train and empower staff to develop effective teaching and learning
- Identify, support and challenge

### **Wider Professional Effectiveness**

- Lead a significant area of core responsibility across the school
- Take responsibility for own professional development and use the outcomes to improve teaching and learning
- Participate in the school's appraisal programme
- Make an active contribution to the policies and aspirations of the school
- Lead by example in matters such as classroom order, discipline, relationships, presentation and assisting other staff in demonstrating aspiration
- Initiate new ideas and encourage the development of teaching and learning, curriculum content, organisation and the use of Computing and technologies

### **Professional Characteristics**

Demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating pupils
- Demonstrating the school values
- Analytical thinking, taking positive action to improve the quality of pupils learning