



# CITY of SHEFFIELD

## JOB DESCRIPTION

<b>CHILDREN AND YOUNG PEOPLE'S DIRECTORATE</b>	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	Ecclesfield Primary School
<b>POST TITLE</b>	KEY STAGE LEADER
<b>GRADE</b>	TLR2A
<b>RESPONSIBLE TO</b>	Executive Headteacher
<b>RESPONSIBLE FOR</b>	TEACHERS AND SUPPORT STAFF IN EYFS
<b>HOLIDAY AND SICKNESS RELIEF</b>	
<b>PURPOSE OF JOB</b>	<ul style="list-style-type: none"> <li>• TO TEACH DESIGNATED PUPILS AND UNDERTAKE ASSOCIATED PASTORAL DUTIES AS WELL AS OTHER GENERAL RESPONSIBILITIES, HAVING FULL REGARD FOR THE SCHOOL'S ETHOS, AIMS AND POLICIES</li> <li>• TO PROVIDE LEADERSHIP FOR THE KEY STAGE</li> </ul>

## **JOB DESCRIPTION FOR POST OF:- KEY STAGE LEADER**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.**

#### **Employment Duties**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

#### **General Responsibilities**

- To pursue the aims of the school in a positive manner and promote the agreed ethos
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents
- To implement and maintain the school's behaviour policy
- To support the school's endeavours to meet the needs of its community
- Participate in the school's performance management process

#### **Particular Responsibilities**

- To provide leadership for the Key Stage with a view to promoting a culture of continuous improvement in teaching and learning

#### **Key Tasks**

##### **Class Teacher Tasks:**

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are

taught by members of that team experience similar learning opportunities

- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents
- To contribute to meetings, discussions and management systems necessary to ensure the co-ordination of the work of the school as a whole
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class.
- To contribute to the provision of a safe and secure learning environment.

### **Key Stage Leader**

- Leading, managing and organising the curriculum, learning, teaching and assessment across the Key Stage
- To attend Senior Management Team Meetings to ensure the co-ordination of the school as a whole
- To report back on the work and progress of the Key Stage to the Senior Management Team
- Act as a Team Leader in the Performance Management cycle
- Leading and managing the continuous professional development of all staff across the Key Stage
- To communicate items of interest and importance to team members and other staff working within the Key Stage

- Ensuring all staff within the Key Stage are able to uphold the school's policies and procedures particularly in respect of learning, teaching and behaviour management
- To promote professional interaction and communication between pupils and staff
- To develop strategies to actively engage parents in their children's learning

**Footnotes:**

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by the Senior Management Team.
- (ii) This job description may be reviewed at anytime via consultation between the governing body and/or Senior Management Team Representatives and the postholder as may be necessary and appropriate to the needs of the school.  
Trade Union representation will be welcomed in any such consultations.

**ISSUE DATE: FEBRUARY 2003**