



Job Description - Key Stage Lead

The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement. As a Key Stage Leader, you are directly accountable to the Executive Headteacher and Governing Body. You are responsible for keeping the Executive Headteacher and Senior Leadership Team informed of all developments in your Key Stage on a regular basis.

The purpose of the role of Key Stage Lead is:

- To carry out the duties of a Class Teacher as set out in the Class Teacher job description.
- To support and promote the vision, ethos and policies of the Federation to other staff, governors, parents, children and members of the wider community.
- To establish good relationships, support, enthuse, develop and enhance the teaching practices of others across the key stage through effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To plan, organise and chair key stage meetings as appropriate in order to ensure school policies and practices are being implemented and keep up to date records of any meetings/actions/outcomes.
- To ensure that parents are well informed about the curriculum, targets, and individual pupils' progress and achievements through the use of evidence for learning.
- To work collaboratively with subject leads to develop and monitor the curriculum provision throughout the key stage.
- To liaise with other key stage leads to ensure progression and continuity across the school.
- To ensure effective communication strategies are being implemented for individuals across the key stage.
- To ensure issues surrounding the transition of pupils are considered across the school.
- To evaluate assessment data for the key stage and discuss outcomes with the Deputy Head with responsibility for Assessment and Curriculum.
- To carry out work scrutiny to ensure high standards and continuity across the key stage and wider school.
- To carry out any other duties reasonably requested by the Executive Head Teacher or Head of Site. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Executive Head.

This job description does not form part of the contract of employment. It describes the way in which the key stage lead is expected and required to perform and complete the particular duties as set out above.

Signature of Teacher: Date:

Signature of Executive Head Teacher:Date:

To do this Key Stage Leads will be allocated time out of class to conduct monitoring of teaching and learning across their key stage. Strengths and areas for development should be shared with SLT on a weekly basis. Time may also be used to support individual teachers within the key stage, conduct work/evidence scrutiny on evidence for learning, cover teachers within the key stage to allow them to observe other colleagues, support online learning development and meet with other key stage leads.