



# Cygnus Academies Trust

## Job Description

**Job Title:** Key stage Leader with Curriculum Subject Leader Responsibility (SLT)  
**Responsible to:** Headteacher

### **Responsible for:**

The education and social development of the individual children who form the class or group allocation for each year, according to the aims and ethos of the school as defined in the Vision Statement, Aims of the school, Curriculum Statement and School Prospectus.

### **Duties:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post requires you to teach pupils in the age range 4-11. It is your responsibility to promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

These duties are expected to be exercised and completed in accordance with school policy:

- Provide a stimulating environment that promotes enquiry, activity and sustained work.
- Provide a calm atmosphere where children are secure.
- Promote a high standard of care and behaviour from the children within the class and across the school.
- Plan children's work according to their needs.
- Set long-term aims and short-term goals when planning for the class or specific groups based on high expectations and achievement for every child.
- Assess, record and report on children's progress.
- Form positive relationships with parents and pupils.
- Participate in professional discussion with an awareness of current educational issues.
- Contribute to good staff relationships - teachers, support staff and governors.
- Observe the letter and spirit of the school's equal opportunities policy in all aspects of day to day duties relating to staff, pupils members of the public and other agencies.
- Observe the letter and spirit of the school's philosophy towards children.
- Participate in professional development opportunities.
- Be conversant with the school's safeguarding procedures.
- To promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

In addition the following particular duties are required to be exercised and completed in an effective manner.

- The effective educational and social development of the individual children which form the class allocated for each academic year as well as other children when appropriate. This will be within the framework provided by the Governing Body and Local Education Authority, with regard to all statutory requirements.
- Key Stage Leader managing and supporting others within your Key stage.
- Curriculum Area Leader
- Subject Leader of Learning

### **Key Stage Leader**

- To promote a positive and professional leadership role.
- To work with the Headteacher to ensure that all areas of the curriculum are in line with the school and the National Curriculum and that all children have access to a broad and balanced curriculum.
- Ensure continuity, progression and high standards in all areas of your designated Key stage.
- To keep fully up to date with national, local and school requirements for the teaching of your Key stage and attend relevant training.
- To ensure a smooth transition between each Key stage.
- To lead meetings with teaching and non-teaching staff to ensure all subjects are being taught in line with the Key stage programmes of learning.
- To offer support and guidance to staff on related matters.
- To promote positive behaviour across your Keystage, including providing support at lunchtimes if required.
- To work with Subject Leaders, as necessary, to develop specific areas your Key stage.
- To know attainment and achievement of all pupils within the key stage.
- Liaise with the Key Stage Leadership Team with regard to curriculum continuity between Key Stage 1 to Key Stage 2 including reporting any staff concerns
- To work with the Headteacher to ensure the accurate collection of pupil data within specific timescales including testing, teacher assessment and individual pupil profiling.
- To use the school's procedures for pupil assessment.
- As part of SLT, use data to identify trends in pupil performance e.g. gender, ethnicity etc.
- Lead staff consultation groups and staff meetings to report on progress within your Key stage.
- Report the outcome of all meetings and consultations to the Headteacher
- To report to the Governing Body as required.
- Contribute actively to leading school improvement.
- To develop your Key stage through coaching and mentoring.
- To have responsibility for looking after the school in the absence of the Headteacher and Deputy
- To support colleagues in working in partnership with parents.
- To support colleagues in effective behaviour management strategies.

### **Curriculum Subject Leader (to be agreed)**

- Lead the development and monitoring of specific Areas of Learning.
- Developing familiarity and expertise in the subjects within the Area of Learning
- In partnership produce a subject leader action plan
- Updating and revising policies and plans
- Monitoring learning and teaching within the specified Area of Learning
- Monitoring planning of the Area of Learning within other subject areas

- Undertaking work scrutiny of pupil's learning within the Area of Learning and keeping samples of work reflecting achievement at different levels and showing a range of achievement
- Moderating and analysing the standards of pupils work within the Area of Learning.
- Liaising with the other Key Stage Lead to ensure that all elements within the Area of Learning are being taught to a high standard.
- Taking an active role in school improvement
- Attending training as necessary and advising how recommendations may be put in place at this school
- Maintaining resources in good order and producing a plan for future spending and making purchases

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Key stage Leader is expected and required to perform and complete the particular duties set out above.

Signed

Date

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