

JOB DESCRIPTION: KEY STAGE LEADER - EYFS

Job Title/Post: Key Stage Leader - EYFS

Salary: Main Ray Range (possibility of UPS with correct experience), subject to a TLR

Responsible to: Headteacher & SLT

Responsible for: Key Stage

The salary is reviewed annually and determined according to the School Teachers' Pay and Conditions Document. The duties are in accordance with this document.

Job Purpose:

- To co-ordinate the smooth and effective daily running within the Key Stage and to liaise with other members of the Leadership Team where necessary.
- To ensure that procedures and routines are followed/covered on a daily basis.

The main areas of responsibility and the assigned duties are specified below.

This is a senior post within the school's Leadership Group. The post holder will ensure the smooth running of the Key Stage and school and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Head & SLT.

Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the SLT for co-ordinating the day to day running of the Key Stage.
3. To be involved in some paired observations and book looks with the SLT/subject leaders.
4. To be fully aware of long-term planning in the Key Stage to ensure coverage, progression and a range of learning experiences across the Key Stage.
5. To liaise with the previous Key Stage Co-ordinator to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS to KS.
6. In conjunction with the Educational Visits Co-ordinator oversee the organisation of educational visits in the Key Stage.
7. To monitor the standards of behaviour and achievement within their year group and across the Key stage to ensure continuity and progression.

Recording and Assessment

1. Have a sound knowledge of the SDP and the targets that the school is working towards.
2. Ensure that KS staff are reminded of and adhere to deadlines for data, assessments and reports, etc.

Leadership

1. Support the Head and SLT in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the Head and SLT.
3. Contribute to Leadership Team decisions on aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Assume responsibility for the management of the school in the absence of the SLT.
5. Attend Leadership Team meetings as required, and report back to staff when necessary.
6. Be a strong advocate for change and champion school improvement.

7. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
8. Establish good relationships, encourage good working practices and support and lead teachers.
9. Plan, organise and chair Key Stage meetings as appropriate in order to ensure school policies and practices are being implemented.
10. Liaise with teaching assistants timetabled within the Key Stage and outside agencies.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform regulations.
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, LEAs and neighbouring schools.

People and relationships

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
3. Manage innovation and change.
4. Work collaboratively.
5. Manage and develop effective working relationships with all staff in the school.
6. Co-ordinate and monitor supply teachers within the key stage.

Human and material resources and their development and deployment

1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.
2. Contribute to staff development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of new Key Stage staff and for trainee teachers.
4. Support the establishment of priorities for expenditure and manage KS budgets and resources in the department.
5. Ensure the maintenance in Key Stage environment – working with others to keep it tidy and well ordered.

Other Duties and Responsibilities

1. See class teacher Job description.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

General Expectations:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.