



KEY STAGE LEADER JOB DESCRIPTION

POST TITLE: Key Stage 1 Leader

GRADE: MPS/UPS + TRL2a

RESPONSIBLE TO: Head Teacher

Overall Objectives of the Post:

The key stage 1 leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a key stage leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

Key Tasks of the Post:

1. *To contribute to the leadership team in addressing standards across the school. You will work with the team. You will:*

- Lead the key stage 1 team particularly in relation to planning, assessment and behaviour management.
- Identify key areas for development within the curriculum in order to raise standards across the school.
- Contribute to the development of strategic plans to address identified issues relating to standards, formulate relevant action plans in order to raise levels of attainment.
- In collaboration with staff, identify pupils who are under-performing.
- Work with the team to set targets and monitor progress.
- Provide the lead to the team in the following core areas of the curriculum: Mathematics and Computing.
- Demonstrate a thorough, up to date knowledge of current educational initiatives and government policy and take a leading role in planning their implementation within key stage 1.
- Take specific responsibility for leading learning within key stage 1.
- Develop and ensure the delivery of appropriate support to identified pupils.
- Co-ordinate the day to day management of this area of the school.

2. *To work with the leadership team to develop the strategic view for the school. You will:*

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision.
- Contribute to the creation and implementation of the school development plan.
- Set high expectations for all pupils in key stage 1, and inspire and motivate staff and pupils to reach and maintain high standards.
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance.
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning.



- Communicate the short, medium and long term objectives of the school to all staff.
- Contribute to the development of effective organisation and administrative systems which support the aims of the school.
- Assist in the development, monitoring, and reviewing of school policies, practices and plans using national, local, school and inspection data to inform decision making.

3. *To play an integral role in leading and managing staff. You will:*

- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards.
- Monitor the quality of teaching and learning within key stage 1 (e.g. through observations, monitoring work and analysing performance data, etc.).
- Provide challenge and support for other members of staff.
- Support the professional development of members of your team.

4. *To undertake the delivery of relevant aspects of the curriculum. You will:*

- Undertake all professional duties as outlined in the Diocese of Hallam job description related to the role of a teacher.

5. *To ensure that safeguarding and child protection procedures are followed and that children learn in a safe environment.*

St Thomas of Canterbury School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.



KEY STAGE LEADER PERSON SPECIFICATION

[A] TRAINING AND QUALIFICATIONS

	Essential	Desirable	Source A- application I - interview R - references P - presentation T - task observation C - certificates
Qualified teacher status	✓		A, C
Degree	✓		A, C
Recent participation in a range of relevant In-service training	✓		A, I
Evidence of further professional development relevant to the post		✓	A, I, C
Leadership or management qualification		✓	A, I, C

[B] EXPERIENCE OF TEACHING AND SCHOOL MANAGEMENT

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the specific phase.

	Essential	Desirable	
Experience of whole class teaching in key stage 1 in the past 5 years	✓		A, R
Recent experience of successfully leading a core subject or an area of school improvement within a Primary School	✓		A, I, R
Recent experience in more than one key stage	✓		A, I, R
Recent evidence of excellent classroom practice	✓		A, I, R, T
Recent evidence of excellent behaviour management	✓		A, R
Recent experience of accurately analysing data and tracking pupil progress and its impact in raising attainment	✓		A, I, R
Experience of building good relationships with parents, carers and colleagues	✓		A, I, R
Demonstrate an effective use of ICT in the classroom to assist learning	✓		A, I, R
Experience of dealing with safeguarding within a school environment	✓		A, I, R



[C] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the specific phase.

	Essential	Desirable	Source
Pupils' educational development	✓		A, I, R
School leadership and management	✓		A, I, R, P
Good knowledge and understanding of safeguarding procedures	✓		A, I, R
Curriculum and assessment, including subjects and cross curricular aspects	✓		A, I, R
Effective teaching and learning strategies	✓		A, I, R,
School improvement strategies	✓		A, I, R
Local and national policies, priorities and statutory frameworks	✓		A, I, R
Role of Governing Body	✓		I

[D] PERSONAL SKILLS AND ABILITIES

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

	Essential	Desirable	Source
Communication – effective verbal and written skills	✓		I, R
Listening Skills	✓		I, R
Interpersonal skills	✓		I, R
Confidence	✓		I, R
Motivation and enthusiasm	✓		I, R
Flexibility	✓		I, R
Good command of the English language	✓		I, R
Resilience	✓		I, R



[E] OTHER REQUIREMENTS

Applications should be completed in full	✓		A
Personal statement included on application form should be clear and concise and be no more than 3 sides of A4 size 12 font	✓		A
Should demonstrate relevant experience linked to the job description and personal specification	✓		A
Enhanced Clearance from the Disclosure Barring service	✓		A

Please note: no CVs and no additional information other than that requested above.

[F] CONFIDENTIAL REFERENCES AND REPORTS

	Essential
2 satisfactory written references with one being from the current employer	✓
Confirming professional and personal knowledge, skills and abilities referred to above	✓
Positive recommendation from current employer	✓

Additional Information

As part of the recruitment process applicants will be observed teaching. If teaching that is observed is not graded as good or better, candidates will not be invited to interview.