

Purleigh Primary School

Post Title:	KEY STAGE LEADER (TLR)
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
Purpose:	<p>Responsibility for a Class</p> <p>Co-ordinating activities relating to key stage 2, to include:</p> <ul style="list-style-type: none"> • Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice • Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment • Giving guidance, support and encouragement to staff and leading in-service development sessions <p>a) To be accountable for securing the highest standards of pupil achievement across the key stage, monitoring and evaluation of pupil achievement and setting targets for improvement</p> <p>b) To lead, develop and enhance the teaching practice of others in the Key Stage by evaluating, supporting, guiding and target setting</p> <p>c) To be accountable for the strategic leadership and management of Key Stage 2, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies</p>
Responsible to:	<p>Executive Headteacher and Head of School</p>
Responsible for:	<p>Any Line Management responsibilities associated with the post</p>
Scope:	<p>Classroom teacher Subject Co-ordination Key Stage Responsibility</p>
Salary/Grade:	<p>TLR - £2, 796 pa</p>

MAIN (CORE) DUTIES

- To set tasks which challenge pupils and ensure high levels of interest.
- To set appropriate and demanding expectations.
- To set clear targets, building on prior attainment.
- To differentiate work accordingly.
- To provide clear structures for lessons, maintaining pace, motivation and challenge.
- To make effective use of assessment.
- To use a variety of teaching methods.
- To ensure pupils acquire and consolidate knowledge, skills and understanding.
- To evaluate their own teaching critically to improve effectiveness.
- To mark and monitor pupils' work and set targets for progress.
- To assess and record pupils' progress systematically and keep records to check work is understood and completed.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.