



## The Robert Drake Primary School

### Job description: Key Stage 2 Teacher and Phase Leader

#### Job details

**Salary:** Current salary plus TLR Payment 2

**Contract type:** Permanent contract from September 2024 with a six-month probationary period

**Reporting to:** Co-Headteachers

**Responsible for:** Leading and managing the Key Stage 2 team to provide high quality learning for all children within a safe, secure, happy and caring environment.

The Key Stage Leader will be expected to fulfil the responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD), including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

#### Main Purpose

The Key Stage 2 Leader will be responsible for:

- Following all safeguarding and Child Protection procedures to ensure the safety and wellbeing of all pupils;
- Ensuring that all relevant risk assessments are in place (e.g., playground, educational visits);
- Providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources;
- Working to improve learning standards and achievement for all pupils, while also carrying out all duties as a classroom teacher;
- Monitoring, reviewing and evaluating Key Stage 2 provision, including all assessment procedures, to ensure maximum pupil progress;
- Contributing to whole-school self-evaluation and school improvement planning;
- Mentoring and developing staff within the key stage;
- Offering guidance and support to key stage teaching staff, modelling best practice and demonstrating up-to-date knowledge of current theory and practice;
- Monitoring of the quality of learning and teaching and children's achievements across Key Stage 2, identifying any areas for further development;

- Developing and implementing strategies for ensuring that parents are fully involved in their child's learning and development and well-informed about the Key Stage 2 curriculum, their child's individual progress and achievement;
- Performance Management for all support staff in Key Stage 2 (LSAs and MDAS);
- Organising cover when Key Stage 2 staff are absent;
- Developing links with parents/carers and involving them in school life as much as is possible.

## **Duties and Responsibilities**

### **Strategic Development**

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision;
- Set high expectations for all pupils in Key Stage 2 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.

### **Teaching and Learning**

- Lead the school's current systems for recording pupil progress within the key stage and lead by example;
- Oversee the use of all planning and delivery, and measure impact on teaching and learning;
- Work with other teachers across the school to review the curriculum and make sure there is continuity and progress;
- Develop positive behaviours for learning to help build an environment where high standards of learning are expected;
- Develop and model positive behaviour strategies, following all school policies, and supporting all staff within the Key Stage.

### **Leading and Managing Staff**

- Establish a plan for monitoring, developing and resourcing the Key Stage 2 curriculum;
- Develop the school's approach to assessment within Key Stage 2, and lead strategy to improve the quality of teaching and learning;
- 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 2, (e.g. through observations, pupils' views, book scrutiny, analysing performance data, etc.).

## General Duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs;
- Attend meetings according to school policy, and lead where required;
- Lead whole school and key stage assemblies;
- Where required, prepare and deliver meetings/reports to relevant groups (governors, parents, etc);
- Manage and monitor budgets within Key Stage 2.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the postholder will carry out.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status;</li><li>• Evidence of professional development relevant to this role.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Teaching within the primary phase, including evidence of outstanding teaching directly linked to Key Stage 2 delivery;</li><li>• Team leadership, including during school development and/or improvement;</li><li>• Responsibility for elements of whole-school key stage leadership or equivalent, providing strategic and practical oversight;</li><li>• Developing and delivering staff development programmes;</li><li>• Implementing teaching and learning strategies to maximise pupil progress.</li></ul>

<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery;</li> <li>• Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff;</li> <li>• Excellent communication, interpersonal and organisational skills;</li> <li>• Good IT skills, including expert use of all programmes used in school;</li> <li>• Ability to communicate a vision and inspire others;</li> <li>• Ability to build effective working relationships with staff and other stakeholders;</li> <li>• Ability to problem solve in a range of situations, including effectively dealing with all stakeholders, including parents/carers.</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• High expectations for all pupils to ensure that all pupils achieved their individual potential;</li> <li>• Commitment to upholding and promoting the ethos and values of the school;</li> <li>• Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school; Ability to work under pressure and prioritise effectively;</li> <li>• Commitment to maintaining confidentiality at all times;</li> <li>• Commitment to equality.</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.