

JOB DESCRIPTION

<b>Job Title</b>	Key Stage Co-ordinator
<b>Reports to</b>	Head of Faculty
<b>Liaison with</b>	Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors
<b>Job Purpose</b>	<p>As the Key Stage Co-ordinator, responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Progress and attainment of individual students within the Key Stage area</li> <li>• The production and deployment of resources</li> <li>• Schemes of Work and communication of course and assessment criteria to staff</li> <li>• Monitoring student assessment and liaison with the Head of Faculty</li> </ul>
<b>Core Duties and Responsibilities</b>	<p>As the Key Stage Co-ordinator, you will be expected to carry out the professional duties and responsibilities of a Class Teacher as set out in the school's Class Teacher generic job description and the School Teachers Pay &amp; Conditions Document, as well as the following:</p> <ul style="list-style-type: none"> <li>• Attend faculty meetings.</li> <li>• Manage the development of schemes of work and associated resources that meet statutory requirements and maximise student achievement. Ensure all key stage staff are fully conversant with them.</li> <li>• Monitor the progress, achievement and attainment of students within key stage.</li> <li>• Ensure key stage staff are assessing students on a regular basis and are adopting the best practices of AfL.</li> <li>• Ensure students within the key stage are set clear targets and expectations.</li> <li>• Assist the Head of Faculty in monitoring the performance of key stage teachers through lesson observations and work sampling.</li> <li>• Liaise with other professionals such as the Head of Faculty, the SENCO, LSAs etc.</li> <li>• Ensure there is cover work for classes without a teacher.</li> <li>• Attend Parent Consultation Evenings as instructed by Head of Faculty.</li> <li>• Inform parents, when appropriate, about their child's learning in your key stage.</li> <li>• Assist the Head of Faculty in the promotion of excellent behaviour of students in the key stage.</li> <li>• Assist the Head of Faculty in developing the pedagogic skills of the teaching staff in the faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist the Head of Faculty in ensuring the quality and punctuality of key stage reports for students.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence'</li> <li>• To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• To respect confidentiality at all times</li> <li>• To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate</li> <li>• To undertake any training and development commensurate with the post</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> <p><b>This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and after discussion.</b></p>

Post Holder signature ..... Date .....

Post Holder name (in capitals)..... Date.....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*