



## Job Description Primary School Key Stage Leader

<b>Reporting to</b>	<b>Head of Primary</b>
<b>Other key relationships</b>	<b>Year Group Leaders, Key Stage Leaders, PLT, Subject leaders</b>

**This job description is for the promotion, development and monitoring of the relevant Key Stage area.**

### Purpose

Key Stage Leader provides professional leadership and management for the Key Stage team and takes prime responsibility for the overall well-being and happiness of each and every child in the Key Stage in line with the school's Vision, Mission and Life Values. S/he ensures that every child has access to, and gains maximum benefit from the school's curriculum, including excellent pastoral support and guidance. S/he maintains close oversight as a professional expert, of all children's progress and achievement and is an important point of contact with childrens' parents.

S/he will provide professional leadership and management of the Key Stage to ensure that:

- Department members work effectively as a team;
- Provision in the department is of excellent quality and resources are used effectively;
- Standards of learning and achievement are high and the Key Stage is continually seeking to improve these standards;
- Creativity and innovation figure prominently in the department's approach to teaching and learning;
- Supporting and developing the expertise of teaching staff with regards to teaching within the Key Stage;
- Ensuring that the curriculum taught within the Key Stage is based on a rigorous and centrally documented Skills Progression Grid;
- Ensuring effective formative assessment is embedded in children's learning in the Key Stage and to ensure effective progression;
- Budgeting, storing and distributing of Key Stage resources effectively.

### Responsibilities

The Key Stage Leader will be responsible for:

- Ensuring that the practice in and across the Key Stage is consistent, representative and in line with the practice in other Key Stages, to ensure consistency of provision across the school;
- Communicating the whole school message, as communicated to them, through liaison with the PLT in all matters relating to whole school issues;
- In consultation with the class teachers and Year Leaders, monitoring the well-being of all children within the Key Stage.
- Supporting class teachers within the Key Stage in promoting positive behaviour strategies, in-line with the School Behaviour Policy;
- Meeting with parents when necessary over academic and pastoral issues that arise within the Key Stage, referring to the Senior Primary Leadership Team (SPLT) where necessary;
- Monitoring learning environments (including classroom displays) within the Key Stage;
- Ensuring that home learning set and all other communications with parents are of the very highest standard;
- Carrying out monitoring of assessment and the improvement in childrens' attainment, providing progress reports for PLT;
- Carries out monitoring of the pastoral care and guidance in the Key Stage and provide reports for PLT;
- Coordinates, monitors and discusses assessment and target setting within the Key Stage and alongside the Assessment Lead;



- Liaises with the Year Leaders and class teachers on referrals for pastoral support/guidance for children in the Key Stage;
- Monitors and quality controls the written reports from the Key stage and ensures deadlines are met;
- Is a decision-maker at Key Stage level in line with the Vision, Mission and Life Values of the school under the direction of SPLT;
- Coordinating staff in the Key Stage to prepare documents for accreditation and internal quality assurance visits;
- Helping with the induction process of any new staff in the Key Stage;
- Coordinating with other Key Stage Leaders to ensure relevant consistency and transition opportunities;
- Leading and supporting staff in the organisation of annual school events;
- Implementing and monitoring whole school systems and policies and communicating these within their Key Stage;
- Taking overall responsibility for coordinating Key Stage events e.g. prize giving, transition events, assemblies etc.;
- Ensuring that all skills progression grids, medium term plans and essential documentation are up to date and available on the school system;
- Developing the Key Stage area action plan and reporting progress made against it;
- Coordinating the implementation, monitoring and evaluation of all new initiatives as identified by PLT;
- Coordinating the use of iSAMS and Firefly across the Key Stage;
- Assisting in planning and managing the school calendar;
- Monitors, and reports on the quality of teaching and learning within the Key Stage;
- Attends regular PLT and Whole School Academic Leadership Team (WSALT) meetings;
- Ensures that Safeguarding and Child Protection Procedures are followed effectively.

## Person specification

To be an effective leader, teacher and manager, the key Stage Leader is expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas deemed necessary for the position:

- Team building
- Decision making
- Delegation and empowerment
- Communication
- Self-management
- Performance management
- LT management

As a leading professional in education, the Key Stage Leader should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and children to do their best through:

- Inspiring trust and confidence;
- Building team commitment with colleagues and children;
- Engaging and motivating children;
- Analytical thinking;
- Positive action to improve the quality of children's learning.

## Line management responsibilities

The Key Stage Leader will be responsible for:

- Directly managing the Year Leaders within their Key Stage;
- Is a member of the PLT;
- Creating a climate of high quality professional dialogue and collegiality. Constantly striving for improvement and sharing of best practice between teachers, to enrich and enhance the learning process;
- Developing, leading, motivating and managing the Key Stage staff team;



- Implementing policies and procedures for staff development, ensuring that the Bangkok Prep Developing Professional Capacity system is well used to improve provision, to meet the defined aims of the school improvement plan, and to facilitate the professional development of all members of the team;
- Communicating decisions made by the PLT or ALT to the Key Stage.

## Main tasks: TEACHING, LEARNING AND THE CURRICULUM

The Key Stage Leader will:

- Design child-centred methods and strategies for teaching concepts and skills;
- Support and oversee teaching and learning within the Year Key Stage;
- Support & oversee the continuing professional development of all staff in the Key Stage;
- Ensure that standards of teaching across the Key Stage are at the highest levels;
- Ensures curriculum planning is in line with direction and guidance given by the Curriculum Leaders;
- Ensure that home learning set and all other communications with parents are of the very highest standard;
- Continuously refines and develops the Primary curriculum;
- Provide support and advice on assessment and evaluation of child learning in the Key Stage alongside the Assessment Lead;
- Provide pedagogic leadership for the department, playing a key part in raising standards of teaching and learning through the excellence of her/his own teaching and by supporting the professional development of her/his colleagues;
- Devise and implement an enriched, challenging and continually improving curriculum ensuring breadth, balance and relevance to all children, whatever their abilities, aptitudes and needs including the provision for Highly and Exceptionally Able Learners and Learning Support;
- Reports to the Head of Primary on the attainment and achievement of each year group as a whole at cohort level;
- Review the Key Stage curriculum and its strategic development in the context of the school as a whole;
- Stay abreast of current Primary Curriculum developments, evaluate such in terms of suitability and utility, and disseminate such information to the Key Stage driving innovations as appropriate.

## Management of Staff (Including TAs and Support Staff)

The Key Stage Leader:

- Ensures that standards of pastoral care and guidance are excellent;
- Leads, motivates and manages the Key Stage, providing insight and advice, where necessary, to enable staff to become more effective in their pastoral work with the children and young people in their care;
- Supports Year Leaders in the leadership of their Year Group teams;
- Holds Year Leaders accountable against relevant targets;
- Has an overview, and manages the use of Teaching Assistants (including the assessment of their development needs) and parent support within the Key Stage;
- Holds regular Year Leader and Key Stage meetings that are well structured, including an agenda with minutes that are detailed and accessible at all times;
- Delegates and supports responsibilities within the Key Stage;
- Contributes to the maintenance of high child and staff morale and a positive and purposeful ethos by supporting Key Stage activities and maintaining a high profile and presence in the school;
- Advises and supports members of the Key Stage and plays a major role in the induction and orientation of new staff;
- Support SPLT in providing cover when necessary.

## LEARNING ENVIRONMENTS AND ACTIVITIES

The Key Stage Leader will:

- Identify and evaluate methods and strategies for using Learning Technologies to support the Key Stage;
- Disseminate best practices of the above;



- Provide advice and support with the planning and design of learning environments in line with the school display policy;
- Maintain and develop the quality of the Key Stage educational environment through leading the care and development of displays, classrooms, furniture, fittings and other resources, in line with the school display policy;

## **SOCIAL, ETHICAL, LEGAL AND HUMAN ISSUES**

The Key Stage Leader will:

- Support learners with special educational needs in their Key Stage;
- Support Highly and Exceptionally Able Learners in their Key Stage through providing opportunities to take part in competitions and other activities and projects.

## **FINANCIAL MANAGEMENT**

The Key Stage Leader will:

- Liaise with class teachers and Year Leaders to coordinate overseas and local orders to ensure adequate resourcing for teaching;
- Contribute to the short, medium and long-term planning processes having regard to financial implications;
- Ensure that the Key Stage provides good value for money through cost-effective and efficient curriculum delivery;
- Ensure that the Key Stage is adequately resourced;
- Prepare and maintain an inventory of books and equipment within the Key Stage.

## **REPRESENTING THE SCHOOL WITHIN THE COMMUNITY**

The Key Stage Leader will:

- Publicise through Weekly Blogs, Weekly Round Up, Constant and True and other publications about developments in the Key Stage;
- Lead and present workshops to parents to develop greater understanding of our curriculum and provide strategies to support our children through home learning;
- Maintain the highest level of retention and participation;
- Ensure that the Key Stage maintains a high profile within the school;
- Ensure that the Key Stage is physically 'well presented';
- Establish, encourage and maintain strong curriculum links with local, regional and international organisations;
- Liaise and communicate with parents effectively;
- Promote teaching/learning links with other schools;
- Ensure the safeguarding and well-being of all children and staff within their area;
- Maintain and further develop an effective VLE (Firefly) page;

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description may be reviewed at the reasonable discretion of the Head of Primary and in consultation with the post holder.

The performance of the Key Stage Leader in these key responsibility areas is formatively reviewed over the year as part of the school's Developing Professional Capacity Process.

This Job Description should be adhered to in addition to the standard Class Teacher Job Description and Person Specification.



# BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

The Key Stage Leader will normally be expected to:

- Teach up to a 65% timetable;
- Attend Monday POR staff meetings (15.00 - 16.00);
- Participate in the induction process for new staff, before official beginning of term dates commence.

**The post holder has an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.**

**All POR holders at Bangkok Prep are expected to lead their department in line with the Vision, Mission and Life Values of the school under the direction of PLT and ensure that their department operates in line with the with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).**

<b>Name of Post Holder:</b>	
<b>Signature of Post Holder:</b>	
<b>Date:</b>	