



JOB DESCRIPTION FOR KEY STAGE LEADER FOR POST-16

Name:	Starting Date:
Salary Grade: Leadership Pay Scale (3-10)	Status of Post: : Permanent – Full-time
Responsible to: Assistant Head Teacher through to Head of School and Executive Headteacher.	Review Date:
Responsible for: Leading a Key Stage, Teaching a subject / class based and form tutor	Hours:
Responsibilities: Leader and Class Teacher	Subject:

This job description forms the basic structure of the school's job descriptions. It should be read with those additional sections which are applicable. It may be amended at any time, following consultation between the Executive Headteacher / Head of School and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted as part of the performance management review.

Core Purpose

In addition to the duties of a class teacher

- To be responsible for the planning, teaching and learning within the Key Stage
- To be accountable for standards in core subjects across the Key Stage (in partnership with Senior Leadership Team)
- To promote outcomes for students in line with the Preparation for Adulthood agenda
- To liaise with other Key Stage Leaders where necessary
- To ensure continuity and progression throughout the curriculum
- To be a member of the Leadership Team (LT)

General Duties and Responsibilities

(to be read in conjunction with Teacher's job description)

- To carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document
- To continue to meet the required National Standards for Teachers
- To oversee the leadership, and management of, employability and careers education (include line management of job coaches)
- To deputise for the Assistant Head / Head of School as required
- To undertake training and act as Educational Visits Co-ordinator if required.



Key Responsibility

Leading learning in Key Stage through:

Strategic direction and development of the Key Stage

- Develop a strategic view for the Key Stage, which guides the policies, plans, targets and practices, taking into account SEND, PfA and Gatsby Benchmarks
- Develop and ensure implementation of a whole school policy for the Key Stage in line with the aims and policies of the school
- Oversee all aspects of the Key Stage organisation and management, including the admissions process
- Monitor the progress made towards achieving Key Stage plans and targets, and use this information to plan future developments, with appropriate communication to Executive Headteacher / Head of School and Governors
- Liaise with Senior Leadership Team taking on responsibilities to ensure smooth running of school, including responsibility for aspects of whole school quality assurance
- Ensure effective communication between Key Stages and support transition.

Learning and Teaching

- Lead by example in all areas of the curriculum.
- Monitor and evaluate curriculum coverage (including leading employability) continuity and progress throughout the Key Stage
- Co-ordinate overall assessment within the Key Stage, monitor and support student outcomes – including target setting
- Lead annual reviews (based on person centred planning) for the key stage
- Use national, local and school management data effectively, to monitor standards of achievement across the Key Stage, taking steps to address any issues identified
- Support and monitor individual needs, specifically Total Communication / Relationship (Behaviour) Management policy and practice
- Establish effective partnerships with parents to involve them in their child's learning.
- Monitor home/school links and community links, including school based opportunities such as dual placements, integration as required
- Co-ordinate and oversee the organisation of school visits and extra-curricular activities within the Key Stage.

Leading and Managing Staff

- Ensure staff new to school receive appropriate support and induction in the Key Stage
- Lead, support, motivate and direct all staff working within Key Stage
- Audit, manage and monitor staff expertise to identify development and training needs, setting clear performance targets, agreeing action and identifying success criteria in respect of targets.

Efficient and effective deployment of resources

- In collaboration with class staff establish resource and material requirements for the Key Stage



- Through action planning and budget bid inform the Head of School and Chief Finance Officer of proposed priorities and costs
- Distribute resources to meet the objectives of the school.
- Ensure the effective and efficient management of resources for the Key Stage.

Executive Headteacher / Head of School: _____ (signature) _____ (date)

Teacher: _____ (signature) _____ (date)