



## HARDWICK AND CAMBOURNE COMMUNITY PRIMARY SCHOOL



*The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### **JOB DESCRIPTION: KS2 Leader**

#### **PURPOSE OF THE JOB:**

The KS2 Leader will be responsible for providing leadership and management of not only the schools Lower Key Stage 2 curriculum but also KS2 at the Hardwick Campus, delivering high quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a class teacher.

As a key stage leader, they will contribute to whole school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The Key Stage Leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupil's progress, and managing behaviour effectively.

#### **MAIN DUTIES & 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 in key stage 2 learning
- 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 and behaviour

##### **Teaching and learning**

- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged
- Be an outstanding classroom practitioner

##### **Leading and managing staff**

- Establish short-, medium- and long-term plans for developing and resourcing the Lower 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, 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
- Organise and lead LKS2 trips and residential as required/where necessary
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area

##### **Other areas of responsibility**

###### **SATS administration**

The Key Stage Leader will:

- Lead on KS2 SATS administration at Hardwick, including Access Arrangements and the organisation of the week

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and/or line manager

