

THE GRANGE SCHOOL



Key Stage Leader Job Description



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To be accountable for and provide professional leadership and management for a Key Stage in order to secure high quality pastoral care, behaviour management, and attendance in securing good achievement for all students.

Responsible to: Deputy Headteacher Behaviour, Attendance and Safeguarding

Line Management Responsibilities:

- Year Team Leaders

Accountability for leading, managing and developing a Key Stage

Working with other relevant Year Leaders and Pastoral Support staff:

- Identify relevant school improvement issues.
- Define and agree appropriate improvement targets.
- Co-ordinate CPD needs and opportunities.
- Evaluate the impact of all improvement activities on the quality behaviour management and improving attendance.
- Provide the Deputy Headteacher with relevant pastoral information.
- Use behaviour and attendance information innovatively and effectively.

Impact on educational progress beyond assigned students:

Working with other relevant teachers in the Key Stage:

- Identify appropriate behaviour and attendance targets.
- Monitor student behaviour and attendance against annual targets.
- Monitor planning for the Pastoral Programme
- Monitor standards of student behaviour and application.
- Lead evaluation strategies to contribute to overall school self-evaluation.
- Plan and implement strategies where improvement needs are identified.
- Ensure that relevant behaviour and attendance targets that have been agreed and discussed with the Headteacher, are met.
- Monitor key performance data for behaviour and attendance for key stage which contributes to the data dashboard.

Leading, developing and enhancing the pastoral support of others:

Working with other relevant teachers in the cluster:

- Maintain personal expertise in behaviour and attendance and share this with other teachers.
- Act as a role model of good behaviour and attendance for other Year Leader and Form Teachers, modelling effective strategies with them.
- Monitor and evaluate standards for managing behaviour and attendance, identifying areas for improvement.
- Plan and implement strategies to improve behaviour management and attendance, where needs are identified.
- Induct, support, and monitor new Year Leaders within your Key Stage.
- Act as a performance management team leader for identified teachers.

Line management responsibility for a significant number of people:

This factor is relevant to TLR1 post holders:

- Ensure that performance management arrangements are effectively discharged by other Year Leaders.
- Monitor the effectiveness and impact of performance management arrangements within the Key Stage.
- Monitor and evaluate the contribution and impact of other staff to school improvement across the Key Stage.
- Provide quality assurance monitoring and intervention as agreed.
- Identify staff development needs and co-ordinate these with Deputy Headteacher.
- Plan the deployment of staff expertise to achieve school improvement objectives.

Additional Whole School Responsibility for Key Stage Leader Posts:

All Key Stage leaders will take responsibility for an area of whole school responsibility. This may be listed below and/or negotiated with the Deputy Headteacher Behaviour, Attendance and Safeguarding.

Rewards, Raising attainment, Student Voice, Pupil premium, Year 6 transition or similar.

Key Performance Indicators:

1. Attendance across the Key Stage at or above national averages with key groups identified and challenged appropriately.
2. Behaviour across the Key Stage to be monitored, challenged appropriately where it falls below expectations, acting upon data trends indicating improvements needed for key individuals and notable groups.
3. Exclusions across the Key Stage to remain below national averages through development and strategic use of inclusion and alternative approaches.
4. To have an increased presence within the school by leading Key Stage initiatives.
5. To actively seek out training opportunities to develop as a leader.

