CRAMLINGTON VILLAGE PRIMARY SCHOOL

Job description – KS2 coordinator

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<th>Post title</th>
<th>KS2 coordinator</th>
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<td>Pay scale</td>
<td>MPS TLR2</td>
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<tr>
<td>Responsible to</td>
<td>Principal</td>
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<td>September 2014</td>
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**Job purpose:**
To work in partnership with the Senior Leadership team in leading and managing key stage 2, undertaking all accompanying professional duties
To undertake the role of establishing and developing KS2 and then coordinating its expansion and effective practice in KS2
To undertake CPD as needed
To ensure safeguarding and child protection procedures are maintained at the highest standards

**Benefits**
- Teachers pension
- Opportunities for professional development in an atmosphere of innovation
- The opportunity to significantly influence our new school

**School size**
A one form entry primary from 4 to 11 years eventually 210

**Summary of role**

The KS2 Leader will be responsible for working with and supporting the senior leadership team on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

The KS2 Leader will ensure that teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. He or she will ensure that teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. The KS2 Leader will be an exemplar, role model and leader of learning who fulfils the teaching standards at the strongest level.

More specifically, the KS2 Leader will

- demonstrate a thorough, up to date knowledge of current educational initiatives and government policy and take a leading role in planning their implementation within Key Stage 2.
- take specific responsibility for leading learning within KS2
- provide regular progress reports and updates for the Senior Leadership Team (SLT) and Governors (in the specified area of KS2) ensuring they are fully aware of all successes, issues and concerns
- be a member of the school’s leadership team with specific responsibility for a core subject area to be agreed on appointment.
- to be class teacher in Year 3
**Strategic direction and development of the school**

The KS2 Leader will work with the Senior Leadership team to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. He or she will contribute to the creation and implementation of the School Development Plan with a specific focus on KS2.

The KS2 Leader will demonstrate the highest standards of personal integrity, loyalty, discretion and professionalism and publicly support all decisions of the Principal, Vice Principal and Governing Body, to ensure the school's leaders speak with one voice.

**Key accountabilities**

The Key Stage 2 Leader will:

- Fulfil the role as a classroom teacher with exemplary practice
- support the Senior Leadership Team in developing the vision for the school
- occasionally deputise for the Principal and Vice Principal in his/her absence
- contribute to the creation and implementation of the school development plan
- communicate the short, medium and long term objectives of the school plan to all staff
- contribute to the development of effective organisation and administrative systems which support the aims of the school
- develop, monitor, evaluate and review school policies, practices and plans using national, local, school and inspection data to inform decision making
- support the Principal in establishing the role of the new school in the community

**Leading teaching and learning**

The KS2 Leader will create and maintain a culture and environment that promotes and secures outstanding KS2 teaching, effective learning, the highest standards of achievement, progress and good behaviour.

**Key accountabilities**

The KS2 Leader will:

- provide clear educational direction for KS2 ensuring all KS2 staff recognise their accountability for the success of KS2
- contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content
- ensure effective monitoring and evaluation of the quality of teaching and standards of achievement of all pupils in KS2
- establish a culture which promotes innovation and creativity in the KS2 curriculum and ensure it is monitored, evaluated and celebrated
- create and maintain an effective partnership with parents to improve children's achievement and personal and social development in KS2
- promote the use of ICT throughout school to drive improvements in teaching and learning within the school’s ICT vision

The Key Stage 2 Leader will also:

Coordinate a core subject across school (English, Mathematics or Science). This will include monitoring progress across school in that subject, assessing and delivering appropriate training and tracking groups to ensure disadvantaged groups are making at least the same progress as non-disadvantaged groups. Promote the breadth of curriculum and cross curricular links with this subject.
Leading, managing and developing staff

Working with the Senior Leadership team, the KS2 Coordinator will lead, motivate, support, challenge and develop staff to secure the highest standards and expectations in KS2, which contribute significantly to the aspirations of the age phase and which ensures that teachers and other staff are ‘empowered to achieve’. This will include his/her own continuous professional development.

Key accountabilities

The KS2 Leader will ensure that professional duties are fulfilled as specified in school policies, contracts and job descriptions. Within Key Stage 2 initially he or she will:

- plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals within school
- contribute to the implementation of effective systems for the management of all staff performance, incorporating performance management targets for teachers, including those relating to pupil achievement
- motivate and empower all staff to secure expertise in their respective roles through continuous professional development
- support staff to understand and deliver the distinctive, holistic ethos within which learning takes place at Cramlington Village Primary School
- ensure that the curriculum meets the individual learning needs, and interests of pupils in KS2
- ensure that all teaching staff are familiar with the ICT systems to ensure they are used effectively to support pupil learning throughout KS2
- support the Principal in developing positive working relationships with and between all pupils and staff throughout KS2
- support the Principal by ensuring links between staff CPD and performance management
- lead groups of staff in development activities and evaluate outcomes; monitor impact on teaching and learning
- take responsibility for the performance management process as required and use the process to develop personal and professional effectiveness across KS2
- provide support to newly qualified teachers, supply teachers, teachers, teaching assistants, student teachers and staff mentors
- ensure with the school leadership team that Governors are well informed about policies, plans and priorities for the development of staff, effectiveness in meeting objectives and targets, and any future development needs relating to KS2
- be responsible with the Senior Leadership Team for the allocation of mentors to teachers, NQTs, student teachers and trainee assistant teachers
- Ensure that partnership with senior schools develops to enhance transition experiences for our pupils when they leave our school in Year 6 and to enhance their KS2 experiences particularly in specialist subject areas

Efficient and effective deployment of staff and resources

In consultation with, and under the direction of the Principal, the KS2 Leader will deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plans and financial context.

Key accountabilities

The KS2 Leader will:

- support the senior leadership team with the deployment of staff and support those staff in their duties so that children’s learning needs are prioritised when deploying resources across KS2
- in partnership with the senior leadership team, ensure effective management and organisation of staff and resources to meet the aspirations of the school development plan in relation to KS2
- work with the senior leadership team including the Business Manager/Finance Director in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources in terms of the impact that expenditure has on children’s learning
- support the senior leadership team to ensure good communication throughout KS2 and the rest of school
• be responsible for leading core subject policy and practice, fully undertaking the role of core subject coordinator
• play a full part in the life of the school and its community in support of the school mission statement and be a positive role model to staff and pupils
• work with Governors and the senior leadership team to recruit and appoint staff
• support the senior leadership team to manage and organise accommodation and resources efficiently and effectively to meet the needs of the children
• ensure the school fulfils health and safety regulations, including emergency and security arrangements

**Strengthening community/partnerships**

Working with the Principal and Governors, the KS2 Leader will ensure that the policy promoting partnerships between Cramlington Village Primary School and the community, including parents/carers, local community groups and external professionals is prioritised with a view to optimising the outcomes for children.

**Key accountabilities**

The KS2 Leader will:

• ensure that all KS2 staff are fully conversant and adhere to the policies that promote positive partnerships between the school and the community
• ensure that teaching staff and administrative staff promote the use of ICT as far as is practically possible to secure a two-way relationship between home and school for both parents, pupils and staff
• support the Principal to raise the profile of the school by developing effective links within the local community which deliver high quality learning opportunities
• create and maintain positive and supportive relationships with staff, parents/carers, the PTA and governors
• alongside the Principal, create innovative links with other schools to maximise opportunities for pupils at our school

**General**

The KS2 Leader will take on specific tasks related to the day to day administration and organisation of the school as requested by the Principal; take on any additional responsibilities that might from time to time be determined; and engage with appropriate training opportunities to promote professional effectiveness in this role.

*Whilst every effort has been made to explain the main duties and responsibilities to the post, each individual task undertaken may not be identified.*