**VILLA REAL SCHOOL**

**JOB DESCRIPTION**

**Post: KEY STAGE LEADER**

**Salary: MPS/UPS + TLR2a**

The responsibilities of the post are to be carried out in keeping with the current School Teachers’ Pay and Conditions document, the school policies and within the aims an ethos of the school. In addition to this:

* Take specific responsibility and accountability for the day to day management and organisation of Key Stage 3, 4 or 5.
* Have an impact on educational progress for all students in Key Stage 3, 4 or 5.
* Responsibility for a core subject ICT.

The key responsibilities of the post are to:

* Take responsibility for a class of pupils as directed by the Head teacher,

including directing and deploying class staff effectively to meet the needs of the

pupils;

* Work in partnership with parents, colleagues and health professionals to support the needs of pupils accessing the Key Stage provision within Villa Real School and the wider community and leading a particular Key Stage;
* Prepare, monitor and evaluate Short Term Targets (IEPs) and all planning for the class and meet deadlines as set by the SMT;
* Take responsibility for a curriculum area;
* Co-ordinate the development of schemes of work for the designated subject and monitor and evaluate their effectiveness;
* Work under the guidance of the Deputy Head teacher in the management of assessment, reporting and recording procedures for the designated subject. Disseminate the information to all teachers;
* Work with the Curriculum Team to develop and maintain a process for monitoring and evaluating the effectiveness of teaching and learning in the designated subject throughout the school;
* Maintain a file of end of term evaluations from all teachers to assist in the process of

monitoring and evaluating the effectiveness of teaching and learning in the designated subject;

* Develop and maintain a catalogue of resources for the designated subject for use by

learners and staff;

* Develop and maintain safe practice, rules, guidelines and procedures for staff and learners;
* Ensure that all subject resources are stored and maintained safely and are accessible to all staff;
* Disseminate all information about the subject to staff, parents and governors as

 required. Meet with the link governor at least once a year;

* Manage any staff assigned to the curriculum area;
* Keep up to date with the requirements of the LA, DCSF and QCA;
* Work with the professional development co-ordinator (DHT) to ensure the provision of training, both external and school based, for all staff as appropriate;
* Induct staff new to the school in all aspects of the subject;
* Act as consultant to all staff and facilitate the sharing of knowledge, skills and expertise on the teaching and learning of the designated subject.
* Carry out other duties or responsibilities as required by the Senior Management Team which contribute to the smooth running of the classroom or the school as a whole.

In addition:

* Support and implement the vision and ethos of the school
* Contribute to, implement and evaluate the success of the School Improvement Plan in relation to KS subject or Specialism.
* Monitor the student files in KS to ensure that all students are making progress.
* Liaise with the SENCO or SMT as appropriate taking particular responsibility for transport across whole school.
* Ensure that policies are translated into practice by the KS team; this may include doing lesson observations or coaching as deemed necessary.
* Be an effective role model for the KS team in terms of teaching, behaviour and classroom management.