

The Blue Coat School



JOB DESCRIPTION

Key Stage Leader

Salary Range:	Teaching and learning responsibility
Accountable to:	Assistant Headteacher
Responsible for:	Form tutors

Job Purpose:

Key stage leaders have a central role in leading a team of form tutors by supporting, developing and challenging their role in caring for students and, crucially, supporting their progress both academically and socially, encouraging involvement, commitment and high standards of work and behaviour within a key stage.

Key stage leaders may be assigned to either:

- Progress and achievement or
- Behaviour and welfare

The post holder will:

- Lead and manage the work of form teachers in preparing, supporting and developing students' readiness to learn across the curriculum;
- Be required to monitor, evaluate and guide form teachers using their knowledge of good practice for the group specified;
- Be responsible for the effective use of form time to ensure students in the age group specified develop good habits, attitude and conduct for high quality learning;
- Be accountable for the outcomes of students in the age group specified;
- Have team leader responsibility for all form staff in the age group specified and be expected to support, challenge and develop practice.

Principal Duties and Responsibilities

Class teacher responsibilities

- Where appropriate, carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Leadership and Strategy

- Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high levels of progress, achievement, behaviour and welfare in the key stage.
- Support the senior leadership team in the creation and implementation of relevant area improvement plans and to take responsibility for areas relating specifically to the key stage.
- Ensure the effective operation of quality assurance systems within the key stage.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on the key stage.
- Ensure that parents are well informed about students' progress.
- Support the senior leadership team in developing links with parents of students in the school.

Teaching and Learning

- Support the senior leadership team in determining, organising, implementing, monitoring and evaluating support for students.
- Support the senior leadership team in establishing a stimulating and challenging learning environment that secures effective learning and encourages high standards of conduct, aspirations and achievement.
- Take responsibility for the monitoring of provision throughout the key stage, liaising appropriately with teachers, support teams and form teachers.
- Support the senior leadership team in the monitoring student behaviour and achievements within the key stage

Leading and Managing Staff

- Direct, support and challenge the management and delivery of form teaching.
- Work with form tutors and other colleagues to formulate planning and strategies that have coherence and relevance to the needs of students across the key stage and aligned to the objectives identified in the school improvement plan.
- Support the senior leadership team in developing positive working relationships with and between all students and staff within the school.
- Lead groups of staff in development activities and evaluate outcomes.
- Support the performance management process and use the process to develop the personal and professional effectiveness of staff within the key stage.
- Provide support to teachers, newly qualified teachers, supply teachers and support staff as part of an induction process.
- Ensure that the senior leadership team and governors are well informed about policies, practices, developments and future needs.

Effective Deployment of Resources

- Ensure the efficient and effective deployment of staff within the key stage.
- Ensure the effective deployment of other resources.
- Support all staff within the key stage to have responsibility for their own work life balance.
- Work with the senior leadership team to establish priorities for expenditure and monitor the effectiveness of the use of resources.
- Ensure all resources are obtained in accordance with approved financial procedures.

Other

Engage with appropriate training and development opportunities to promote the professional effectiveness of this role.

Encourage, support and contribute to the co-ordination and delivery of extra-curricular other opportunities for students.

Person Specification

Evidence to be provided on the Application Form and/or supporting statement

	Essential	Desirable
Commitment to safeguarding and promoting the welfare of young people	✓	
Educated to Degree Level	✓	
Qualified Teacher Status	✓	
Further learning in preparation for middle leadership.		✓
A successful track record as a middle leader in secondary phase of education		✓

Teaching experience in more than one school including experience of post 16 education		✓
Ability to teach across a range of subjects and key stages		✓
Evidence to be provided during the selection activities and/or in supporting statement:		
<i>Candidates should be able to demonstrate a good knowledge, experience and understanding of the following:</i>		
Outstanding learning and teaching and how to achieve it within a department		
The process of strategic planning and school improvement planning within a department		
Inspiring confidence, motivating and empowering others		
Ensuring the development of young people and their welfare is at the heart of all decisions		
Supporting a school vision		
Effective leadership and management of staff, including professional development and appraisal		
Appreciating the role of the Governing Body of a high performing school		
Effective communication with school stakeholders		
Identifying strengths and weaknesses in individuals and systems, effectively managing change and holding others to account		
Working under pressure, making effective decisions, meeting deadlines and delegation		
Creative thinking and problem solving		
Financial planning, budgetary management and accountability		
School links with the local community and others		
Disclosure		
The governing body is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.		
Other		
<ul style="list-style-type: none"> • This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation. • All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection. • All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition. • This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade. 		