

**JOB ROLE:** Key Stage 2 Leader

**PAY BAND:** TLR 2b

**REPORTS TO:** Assistant Headteacher for Curriculum

Mayfield School is a learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Mayfield School and its Academy Committee are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

### **Main purpose**

In addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meeting the expectations set out in the [Teachers' Standards](#)

The KS2 leader, under the direction of the headteacher, will take lead responsibility of the KS2 to secure:

- High-quality teaching
- High-quality leadership and management of the Key Stage Curriculums
- Effective use of resources
- Improved standards of learning and achievement for all

As a key stage 2 leader, they will contribute to whole-school self-evaluation and school improvement planning and be responsible for mentoring and developing staff within key stage 2. They will offer guidance and support to key stage 2 teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The key stage 2 leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

### **Duties and responsibilities**

#### **Strategic direction**

- 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 learning
- Provide guidance and support to staff within key stage 2, working in partnership with parents and the community, keeping them informed and involved in pupils' learning
- Develop and implement policies in line with our school's commitment to high-quality teaching and learning
- Have a good understanding of how well the KS2 curriculum is being delivered and the impact on pupil achievement

- Use this understanding to feed into the school development plan and produce an action plan for each year group and a Raising Attainment Plan for Year 6.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult pupils, parents and staff about key stage 2 and its effectiveness, and assess the feedback against the school's vision, values and aims
- Work with the special educational needs and Disability's coordinator (SENDCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
- Work with subject leaders to understand how their subject is developed through key stage 2.
- Liaise with the multi-academy trust (MAT) and Portsmouth Education Partnership (PEP) on KS2 specific-related projects and activities, including transition.
- Work in collaboration with primary leaders to ensure a programme of smooth transition for all pupils from key stage 1 to key stage 2 is in place, effective and leads to a successful induction to the child's next phase of learning.
- Work in collaboration with secondary leaders to ensure a programme of smooth transition for all pupils is in place, effective and leads to a successful induction to the child's next phase of learning.
- Share outstanding practice, knowledge and expertise throughout the school as appropriate

### **Leading the curriculum**

- The post holder will support the Assistant Headteacher (Curriculum and Assessment) to;
- Develop and review regularly the vision, aims and purpose for KS2
- Monitor changes to teaching, learning and school improvement, and share with staff as appropriate
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Oversee the planning of a curriculum that:
  - Is diverse and inclusive
  - It Meets the needs of all pupils and the requirements of KS2
  - Is well sequenced to promote pupil progress towards the end of key stage 2 expectations
  - Is effectively and consistently implemented across key stage 2.
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Make sure there is an effective system of assessment that meets the requirements of the KS2 curriculum and tracks the progress of pupils to check the curriculum has a positive impact on learning
- Show an understanding of the school's current systems for recording pupil progress within key stage 2
- Have an overarching responsibility for pupils' achievement and standards in key stage 2
- Develop pupil behaviour policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

### **Leading and managing staff**

- Hold regular team meetings to keep staff informed of developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning
- Monitor the quality of teaching and learning within key stage 2, (e.g. through observations, analysing performance data, etc.)

- Monitor teaching and learning to assess how well the KS2 expectations is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in key stage 2
- Take a leading role in inducting new key stage 2 staff and making sure they uphold expected values and teaching standards
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate
- Establish short-, medium- and long-term plans for developing and resourcing the key stage 2 curriculum
- Develop the school's approach to assessment within key stage 2 (including phonics), and lead strategy to improve the quality of teaching and learning

### **Efficient and effective deployment of resources**

- Provide support with textbooks and library books
- Create a safe, welcoming environment and take care of the classroom accommodation
- Ensure resources used are diverse, inclusive and accessible
- Provide support with classroom displays for key stage 2 to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Manage the key stage 2 budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the key stage 2 curriculum can be delivered at home

### **Other areas of responsibility**

- 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 primary and key stage assemblies
- Where required, prepare and deliver reports to relevant groups (Academy Committee, parents, etc)
- To lead and manage a subject under direction of and at the discretion of the headteacher and/or the head of school (primary).

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

Signed: \_\_\_\_\_ date: \_\_\_\_\_

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