



## QUEENS' SCHOOL

*Dare to be Great*

### Key Stage Co-ordinator Job Description

<b>Post title:</b>	Key Stage Co-ordinator within a Department
<b>Reporting to:</b>	Head of Faculty
<b>Purpose:</b>	Ensuring academic success, maximising outcomes for all students in the Key Stage.
<b>Main Responsibilities:</b>	Overall responsibility for the professional leadership and management of the Key Stage; High standards of teaching and learning; resources are used efficiently and effectively, and the curriculum is managed and developed in accordance with school policy.
<b>Grade:</b>	MPS/UPS + TLR 2a

#### Leadership and management

- Lead and manage the key stage motivating and appraising teachers to ensure that they have clear expectations and that high performance standards are achieved and maintained.
- Prepare, monitor and update annual key stage plans in consultation with colleagues.
- Ensure that the school policies and strategies are embedded in the schemes of work
- To ensure Risk Assessments and Health and Safety practices comply with national requirements
- Chair key stage meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.
- Make appropriate arrangements for classes when teaching staff are absent
- Deputise for the Head of Department/Faculty in his/her absence

#### Teaching and learning

- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the subject.
- To ensure that teaching to be consistently good or outstanding
- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.

- Monitor and evaluate the quality of teaching and learning, identifying and sharing good practice and taking action to improve teaching and learning.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Keep up to date with developments in the subject and education in general to ensure that best practice is adopted within the subject at the appropriate key stage.
- Ensure that the delivery and development of the curriculum is effective in meeting the needs of all students.

### **Extra-curricular activities**

- Seek opportunities for the provision of extra-curricular activities in the subject
- Actively promote interest in the subject outside the immediate physical and timetabled confines of the subject.
- Ensure that cross-curricular themes and skills are included in schemes of work

### **Management of resources**

- Manage the available resources efficiently and effectively
- Identify and collate the future resourcing needs and aspirations for the subject for consideration in the school budget planning process.

### **Quality assurance**

- Ensure that within the key stage individual student progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- To implement policies and practices for assessing, recording and reporting.
- Liaise with the Examination Officer to maintain accreditation with relevant examination bodies

### **Training & development of self and others**

- As a lead professional set personal targets and take responsibility for own continuous professional development.
- Ensure that training needs within the key stage are identified and appropriately met.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

### **OTHER SPECIFIC DUTIES**

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

***In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.***

***Please Note that:***

***All teacher must carry out the duties of a schoolteacher as set out in the Schoolteacher's Pay and Conditions Document***

Signed	Date

November 2023