



Job Description and Person Specification **Key Stage Manager**

JOB DESCRIPTION

Key Stage Manager

Reporting to:	SLT Link
Salary/Grade:	MPS/UPS and TLR 2d (£7107)
Post Purpose:	<p>The Key Stage Manager will provide effective strategic leadership of the key stage, focusing on students' attainment and progress, behaviour, attendance, personal development and safeguarding.</p> <p>The Key Stage Manager will line manage and co-ordinate two full time Student Support Assistants.</p> <p>The Key Stage Manager will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing students' progress, and managing behaviour effectively.</p>
Responsible for:	Student Support Assistants (x2)
Liaising with:	Headteacher/SLT, Curriculum Leaders, SENDCo, Curriculum Leader for Personal development, relevant support and administrative staff, external agencies and parents/carers.
Disclosure Level:	Enhanced

MAIN DUTIES AND RESPONSIBILITIES

Strategic Development

- Working with the Senior Team to contribute towards the school's vision
- Working with the Senior Team to develop systems and strategies to support highly effective personal development, safeguarding, attendance and behaviour.
- Set high expectations for all students in the key stage and inspire and motivate staff and students to reach and maintain high standards
- Set the culture and ethos of the key stage whereby students have highly positive attitudes, a commitment to their education and feel safe.

Student attainment and progress

- Use the school systems to track the progress and attainment of students through the key stage.
- Ensure that all students, particularly disadvantaged or students with SEND have access to a full and ambitious curriculum.
- Ensure that strategies are in place to maximise achievement and address underachievement.
- Create a culture to recognise and celebrate student achievements.
- Develop an attainment timeline as students' progress through the key stage, for example mock examinations or GL assessments.

Personal development

- Ensure the Key Stage Hub provides excellent pastoral and well-being support for students.
- Working with the Curriculum Leader for Personal Development to ensure that students know how to be safe, maintain an active lifestyle and keep physically and mentally healthy.
- Working with the Curriculum Leader for Personal Development to quality assure the PSHE curriculum and the quality of implementation and impact.

Behaviour and student attitudes

- School expectations for behaviour and conduct are commonly understood by students and staff and are applied consistently and fairly across the key stage.
- A positive environment is established in which bullying and discrimination is not tolerated. Where incidents do occur, they are managed effectively.
- Working alongside the SLT link, ensuring that students have high attendance and excellent punctuality. Appropriate actions are taken where concerns are raised.
- Determines alongside the Headteacher/ Deputy where suspensions or internal suspensions are appropriate consequences and effectively manages re-integrations.
- Ensuring an environment where students feel safe and there is a positive and respectful culture.
- Oversees the school D4L behaviour system for the Key Stage.

Safeguarding

- Undertake full training as a Designated Safeguarding Lead (DSL). Act as the Deputy DSL in school.
- Supports the school's culture of safeguarding
- Identifies students who are in need of early help or who are at risk. Seeks support and refers to external agencies as required.
- Attend multi agency meetings.

Transition

- Ensuring an effective transition for students between key stages. (Key Stage 3 – transition between KS2 and KS3 and KS3 and KS4, Key Stage 4 – transition between KS4 and KS5)

Leading and managing staff

- The Key Stage Manager is responsible for leading and co-ordinating two full-time Student Support Assistants.
- Leading and managing the team of tutors in the Key Stage.
- Quality assuring the quality of tutoring and ensuring high expectations and an excellent experience for students.

General duties

- 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 key stage/year group assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area

School Ethos

- To play a full part in the life of the school community and to encourage and ensure staff and students follow this example.
- Promote actively the school’s corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable task, at the discretion of the Headteacher.

<p>SIGNATURES:</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade</p>

Signed: _____
(Employee)

Signed: _____
(Headteacher)

Dated: _____
(Employee)

Dated: _____
(Headteacher)

PERSON SPECIFICATION
Key Stage Manager

Education

Essential	Desirable
<ul style="list-style-type: none"> • Qualified teacher status • Strong A-levels or equivalent in relevant subjects • Relevant degree 	<ul style="list-style-type: none"> • Post graduate qualification • Evidence of further and wider professional development • Evidence of continuing development of subject expertise

Experience

Essential	Desirable
<ul style="list-style-type: none"> • PGCE/previous teaching practice experience at KS3 and KS4 • High levels of subject expertise and enthusiasm • Excellent understanding of both subject and general pedagogy • Effective and systematic behaviour management routines and approaches • High level of performance with personal teaching groups • Evidence of commitment to extend learning for students beyond the classroom • Active involvement in the promotion of equal opportunities 	<ul style="list-style-type: none"> • Experience of a leadership role • Experience of safeguarding • Evidence of continued engagement with thinking and research in education • Experience of teaching at KS5

Skills and Competencies

Essential	Desirable
<ul style="list-style-type: none"> • Grounding in teaching and learning strategies and the role of assessment • Excellent interpersonal and teamwork skills • Excellent communication – sensitive and effective • Excellent planning and organisational skills • An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues • Knowledge and skills related to use of data to improve and monitor outcomes for students • A keen interest in how students learn and experience of putting this knowledge into practice, reading research and applying findings to department's work • Up to date knowledge of relevant safeguarding practices and commitment to the protection and safeguarding of children 	<ul style="list-style-type: none"> • Use of differentiated / personalised approaches to teaching • ICT skills to enhance teaching and learning in your subject area • Knowledge and understanding of current educational issues and relevant research

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Genuine passion for education and belief in the potential of every student • Reflective and proactive in seeking feedback to improve • A commitment to sustaining and raising achievement, attainment and aspirations of all students • Collaborative, professional style of working. Ability to work under pressure and remain positive, enthusiastic and resilient • Deep commitment to LHS' ethos "Where Learning Comes First" 	

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