

<b>JOB PROFILE</b>		
<b>Department:</b>	EDUCATION	
<b>Job title:</b>	<b>Head of KEY STAGE 2</b>	
<b>Reports to:</b>	ASSISTANT HEAD OF EDUCATION	
<b>Responsible for:</b>	Key stage 2 Teachers	
<b>Level/Grade:</b>	<b>Hours of work:</b> Teachers' Terms & Conditions	<b>Salary Scale:</b> Teachers' pay scales + SEN + TLR
<b>Job Purpose:</b>		
<p>To provide support to pupils and staff working within Key Stage 2 ensuring that pupils are provided with rich, differentiated stimulating learning experiences within a safe environment, which addresses their individual needs.</p>		
<b>Job Description</b>		
<b>Key Accountabilities:</b>		
<ol style="list-style-type: none"> <li>1. To ensure that each pupil in Key Stage 2 makes excellent progress across all curriculum areas.</li> <li>2. Support and encourage staff working within Key Stage 2 to deliver high quality lessons.</li> <li>3. Ensure that the provision meets pupils' needs ensuring that the curriculum appropriately addresses their Spiritual, Moral, Social and Cultural needs.</li> <li>4. Monitor the provision to ensure that it is broad, appropriate and stimulating.</li> </ol>		
<b>Main Duties and Activities</b>		
<ol style="list-style-type: none"> <li>1. The KS2 coordinator is responsible for preparing Y6 teacher, pupils and parents for SATs examinations and liaising with the exams officer to facilitate the smooth running of the examinations. Following exam results, the KS2 coordinator is responsible for collating and analysing data to examine pupil next steps.</li> <li>2. Liaise with parents where appropriate.</li> <li>3. Manage the staff and provision within the Key Stage.</li> <li>4. Provide a role model in excellence within the Primary phase.</li> <li>5. Liaise regularly with the Head of Education and  Head of Curriculum.</li> <li>6. Ensure that pupils joining Key Stage 2 have an effective induction.</li> <li>7. Model high quality teaching.</li> <li>8. Provide guidance and support in all aspects of paperwork – planning, marking, report writing.</li> <li>9. Routinely and systematically monitor the teaching and paperwork within the Key stage.</li> <li>10. Plan and lead fortnightly team meetings.</li> </ol>		

11. Lead Key Stage 2 assemblies. (TOTOPS )
12. Contribute weekly to the Friday Flyer
13. Support pupils who are encountering emotional or behavioural difficulties, liaising with therapists when appropriate.
14. Line management of Key Stage 2 teachers
15. Meet weekly as Education Leaders Team
16. Responsible for ensuring that teaching staff plan and deliver the outcomes as outlined in their mid-term planning.
17. Monitor KS2 staffs use of the Needs Led lesson tracker in order to monitor pupil progress across the Needs Led strands
18. Responsibility for resourcing the topics covered in the curriculum

### **Responsibility**

19. To take responsibility to ensure that care staff and therapy assistants recognise and follow safe practice when working with pupils, in order to maintain their own and pupils' safety.
20. Keeping up to date with information regarding pupil needs and the content of their IEP's if appropriate.
21. To take responsibility for preparing Y6 teacher, pupils and parents for SATs examinations and liaising with the exams officer to facilitate the smooth running of the examinations. Following exam results, the KS2 coordinator is responsible for collating and analysing data to examine pupil next steps

### **Decision Making**

22. To be the first point of contact to manage day to day decisions regarding the management of pupil behaviour in groups or socially.
23. To be the first point of contact to manage day to day decisions regarding changes to pupil timetables, transportation, and staffing needs.
24. When a pupil's progress should be brought to the attention of multi-disciplinary team during the delivery of a specified programme of study.
25. To use a needs-led approach to analyse, instigate, and frequently review the appropriate level of staff support to pupils.
26. To use OfSTED guidelines and other appropriate reports and legislation as an aid to developing the Key Stage 2 provision.
27. To continue to be creative in planning, instigating, and managing new ideas for the successful future of the Key Stage

### **Person Specification**

#### **Criteria**

**Key** - Essential = E; Desirable = D; Assessed by Interview = I; Assessed by Application Form = A; Assessed by Certificates = C; Assessed by References = R

Qualifications and Training		
<ul style="list-style-type: none"> <li>• QTS</li> <li>• Evidence of further recent professional development</li> <li>• Relevant SEN training and qualifications</li> </ul>	E E D	A, C A, C A, C
Knowledge and Experience		
<ul style="list-style-type: none"> <li>• Best practice in delivery of teaching to pupils with complex special needs</li> <li>• Best practice in deliver of the curriculum subject</li> <li>• Delivery of education to pupils with one or more of the following: speech and language difficulties, learning difficulties, autism</li> <li>• Curriculum subject content for examination levels</li> <li>• Delivery of the curriculum subject to an excellent standard</li> <li>• Working with pupils with special needs in a voluntary or professional capacity</li> <li>• Teaching in a special school</li> <li>• Teaching young people with learning difficulties</li> <li>• Working with and managing other professionals in the classroom to enhance learning</li> <li>• Graphics design computer packages</li> <li>• Photography</li> <li>• Mixed media</li> </ul>	E E D  D E E D D D D D D	I I I  I A A A A A A A A
Skills and Abilities		
<ul style="list-style-type: none"> <li>• Good decision making based on evidence</li> <li>• Time management and organisation</li> <li>• Good classroom management and teaching skills</li> <li>• Good communication skills</li> <li>• Conflict management skills</li> </ul>	E E E E D	I, R I, R I, R I, R I, R
Personal Attributes		
<ul style="list-style-type: none"> <li>• Demonstrates a teaching style routed in compassion and inclusivity where pupils are treated with dignity</li> <li>• Ability to combine effectiveness with humour, friendliness and warmth</li> <li>• Communicator</li> <li>• Leader</li> <li>• Change orientated</li> <li>• Visionary</li> <li>• Self-motivated and a motivator for others</li> <li>• Team player</li> <li>• Inclusive and respectful</li> <li>• Genuine commitment to the ethos and work at St Dominic's School</li> </ul>	E E E E E E E E E E	A, I, R A, I R I I I I I I I I
<p>This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.</p>		
<p><b>Date produced:</b> 12 September 2016</p>		