



JOB DESCRIPTION: Key Stage Leader

Purpose

The Key Stage Leader provides professional leadership and management for the key stage team and takes prime responsibility for the overall well-being and happiness of each and every student in the key stage. S/he ensures that every student has access to and gains maximum benefit from the school's curriculum, including excellent pastoral support and guidance. S/he maintains close oversight as a professional expert, of all students' progress and achievement and is an important point of contact with students' parents.

Review

This job description is subject to annual review.

The award of this position of responsibility subject to annual review.

Expectations

In addition, to be an effective leader, teacher and manager, the Key Stage Leader is expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas deemed necessary for the position:

- Leadership
- Team building
- Decision making
- Delegation and empowerment
- Communication
- Self management
- Budget management
- Performance management including conducting lesson observations

As a leading professional in education, the Key Stage Leader should be able to demonstrate that he/she is an effective leader, teacher and manager who challenges and supports all staff and students to do their best through:

- Inspiring trust and confidence
- Building team commitment with colleagues and students
- Engaging and motivating students
- Analytical thinking
- Positive action to improve the quality of students' learning

Line management responsibilities

The Key Stage Leader is responsible to Head of Primary/Secondary and:

- Is a member of the Phase Leadership Team (SLT or PLT)
- Is a decision maker at Key Stage level in line with the vision, aims and values of the school under the direction of the Head of Primary or Secondary
- Directly manages the Year Leaders for the key stage.
- Ensures that each student in the key stage derives maximum benefit from all that the school has to offer
- Is responsible for the leadership and management of the key stage staff team
- Is responsible for managing and monitoring the close and regular contact with students' parents
- Drives the continuing improvement of provision for the key stage

Main tasks

WHOLE SCHOOL

- Drives whole school improvement as part of the phase Leadership Team
- Ensure that practice across the Key Stage is representative and in line with the practice in the other Key Stages



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- Communicate the whole school message as agreed at the Whole School Academic Leadership Team meetings to all members of the Key Stage team

PASTORAL

- Monitors the well-being of students in the Key Stage
- Ensuring that PSHE is delivered effectively at each year level.
- To lead and co-ordinate the transition programme for students.
- Meet with parents when necessary over academic and pastoral issues that arise within the Key Stage and refer to the Head of Primary/Secondary as necessary.
- To ensure that the school's behaviour management policy is implemented effectively.
- Lead assemblies.

TEACHING AND LEARNING

- Maintaining high standards of teaching, learning and achievement through the excellence of her/his own teaching (Teacher: Job Description).

MANAGEMENT OF STUDENTS' ATTAINMENT AND PROGRESS

- Implement and monitor systems for assessing and improving students' academic attainment and progress including the use of data.
- Implement and monitor systems for the provision of effective pastoral care and guidance for all members of the key stage
- Report to the Head of Primary/Secondary on the attainment and achievement of each year group as a whole at cohort level
- Contributes to the maintenance of high student and staff morale and a positive and purposeful ethos by supporting key stage activities and maintaining a high profile and a presence in the school
- Ensure that experts and expertise from outside the school are made available to students whose pastoral/guidance needs are not fully met by school provision

MANAGEMENT OF STAFF

- Ensure that standards of pastoral care and guidance are excellent.
- Lead, motivate and manage the key stage staff team, providing insight and advice, where necessary, to enable staff to become more effective in their pastoral work with the children and young people in their care.
- Hold year leaders accountable against targets
 - Organise and take an active part in a challenging, enjoyable and worthwhile programme of extra-curricular activities throughout the year
 - Implement policies and procedures for staff development, ensuring that the school's performance management system is well used to improve the quality of provision, in accordance with the defined aims of the school improvement plan, and to facilitate the professional development of all members of the key stage staff team.

MANAGEMENT OF CURRICULUM

- In consultation with the Curriculum Leaders ensure all students are provided with an enriched, challenging and continually improving curriculum to ensure breadth, balance and relevance, whatever the students' abilities, aptitudes and needs.
- Ensure that the curriculum offered fully reflects, embodies and contributes to the special strengths and specialisms of Bangkok Prep.
- With the staff team, review when necessary the school's curriculum and its strategic development in the context of the school as a whole.
- Research and prepare reports for the Head of Primary/Secondary
- Drive improvement interventions according to the analysis of the attainment and achievement of the students in the key stage, including SEN.
- Report on these interventions at WSALT.

FINANCIAL MANAGEMENT

- To support the Head of Primary/Secondary in their preparation of the annual phase budgets.



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- Ensure, as the budget manager of the key stage budget, that the school provides very good value for money through cost-effective and efficient delivery of the curriculum.
- Contribute to the short-, medium- and long-term planning processes having regard to financial implications.

MANAGEMENT OF THE SCHOOL WITHIN THE COMMUNITY

- Establish, encourage and maintain strong curriculum links with local, regional and international organisations, including employers.
- Liaise with parents on a regular basis to discuss students' progress and key stage-related issues
- Ensure that parents are made to feel welcome in the school at appropriate times.
- Promote pastoral/guidance links with other schools, within the FOBISIA and the Bangkok network of schools.
- Promoting and organising effective parental workshops and meetings.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school.

This job description will be reviewed annually. The performance of the Key Stage Leader in these key responsibility areas is formatively reviewed over the year as part of the school's review process.

The Key Stage Leader will normally be required to teach up to 65% of the week.

The KSL will be given the above non-contact time to enable them to carry out the duties of this role but must accept that such a position will inevitably involve working additional hours outside of normal school hours.

In addition to their key stage responsibility, the KSL may be asked to oversee and manage an area relating to the whole phase or whole school.

The Key Stage Leader will normally be expected to teach up to a 65% timetable.

Signed.....

Date