**Longmeadow Primary School**

**Headteacher: Mrs Emily Howley**

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**Job Description: Head of Lower Key Stage Two**

1. **Introduction**

Longmeadow Primary School is a two-form entry school situated in Stevenage, Hertfordshire. The school is placed in extensive grounds, serving a diverse community.

Vision Statement

At Longmeadow Primary School, we aim to develop **L**ife-long learners, who are **p**assionate about the things they do and **s**uccessful in the things they try. We strive to ‘be ready, be respectful and be responsible’ at all times to ensure the best learning opportunities for all children.

On our journey to achieving success for all, Longmeadow Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment.

1. **Title and Grade of Post**

**Post Title**: Head of Lower Key Stage Two

**Pay Scale**: L1-L3

1. **Purpose of the Job**

To provide leadership in the development and management of the teaching and learning of our Lower Key Stage Two (Year 3 and Year 4).

To teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Headteacher.

1. **Employment Duties**

This is a senior post within the school’s staffing structure which carries with it membership of the Extended Senior Leadership Team. This job description is to be performed in accordance with the attached provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the School Teachers Pay and Conditions Document) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

1. **Relationships**

The post holder is responsible to the Deputy Headteacher for his/her management duties and teaching tasks.

The post holder will be responsible for the leadership of a phase within the school under the direction of the Deputy Headteacher.

The post holder interacts on a professional level with colleagues – including outside agencies – and governors, seeking to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

1. **Particular Responsibilities**

In addition to carrying out the professional duties of a teacher in line with the Teachers’ Standards, the particular responsibilities attached to the post of Head of Key Stage One are as follows:

* Co-ordinating and overseeing teaching staff and support staff working in Year Three and Year Four classes
* The coaching, mentoring and development of all Lower KS2 staff where necessary to support with an appropriate approach to learning within the phase
* Advise and update the Headteacher and colleagues on all aspects of Lower KS2 practice
* Co-ordinate and take day-to-day responsibility for the organisation and management of Lower KS2
* Seek to ensure the effective use of the school’s resources and budget allocation in Lower KS2
* Ensure a smooth transition of pupils into our Lower KS2 from KS1 and across to Year 5
* Develop and strengthen good relationships with parents/carers, pre-school providers and the wider community.
* With colleagues and members of the SLT; monitor, evaluate and support the Teaching & Learning of our Lower KS2 and across other phases for your own CPD
* Provide support to colleagues in the Teaching and Learning of the KS2 curriculum.
* Ensure assessment procedures for recording, reporting and tracking pupils’ progress are securely and effectively in place
* Positively market the schools KS2 to increase pupil numbers at the school

**Teaching Commitment:**

The Lower Key Stage Two Leadership Role is a fully class based role and links to the job description of class teacher. Duties include:

* To work within the framework of national legislation, in accordance with the provisions of the School Teachers Pay and Conditions
* Document and with locally agreed conditions of employment. The duties & responsibilities in this job description should be supplemented by those accountabilities, roles & responsibilities common to all classroom teachers, as set out in the above document.
* In addition, the post is subject to compliance with:

• School policies & guidelines on the curriculum and school organisation

• National Standards for Qualified Teachers

• SEN Code of Practice

**The Head of Lower Key Stage Two will be entitled to:**

* Support in his/her role from the Headteacher, SLT, colleagues and the Governing Board
* Opportunities, support and encouragement to undertake further Professional Development.
* Regular class release time (equating to one day per week)
* Regular opportunities to work closely with the Headteacher, School Leaders and colleagues to discuss issues and share ideas on how together we can further develop our Lower Key Stage Two Provision.
* Support for well being

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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