

Job Title	<i>Key Stage Lead</i>
Responsible to	<i>Headteacher</i>
Responsible for	<i>Teachers within the given Key Stage</i>
Key Internal Contacts	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
Key External Contacts	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

Duties commensurate with a role of a teacher

- Ensure the safeguarding of children and young people within the school at all times
- Duties commensurate with a member of the Senior Management Team

KEY TASK AREAS & RESPONSIBILITIES

- To plan, deliver and teach individual students or small groups, in accordance with the School's Curriculum framework and related policies
- To ensure smooth transition of students into, through and out of the given Key Stage
- To ensure high quality, innovative curriculum planning within the given Key Stage
- To coordinate timetables for the given Key Stage
- To liaise with other Key Stage Leads (KSLs) to ensure progressive continuity of curriculum across the school

MANAGEMENT, ASSESSMENT AND EVALUATION

- To line manage and performance manage teachers in the given Key Stage
- To line manage and performance manage Learning Support Assistant(s)
- In liaison with other teachers and staff members, to promote continuity and progression of learning for every student through effective implementation of our therapeutic approach

- To ensure that the evaluation of students' progress and achievement is done regularly and to high standards by teachers and other staff members in the given Key Stage
- To ensure that reporting to students and parents on the progress is effective
- To obtain and maintain data as needed for bench marking and target setting

COMMUNICATIONS AND MEETINGS

- To organise, attend and lead meetings
- To proactively promote the Key Stage's and school's successes through traditional and online methods of communication. This includes website, seesaw, highlights of the week, EMS and any other such platforms which the school deems appropriate to secure greatest social engagement.

STANDARD RESPONSIBILITIES

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

- Participate in an annual performance review programme
- Work, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
- Observe, at all times, strict rules of confidentiality appropriate to the post.
- To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
- Undertake other duties as assigned.

OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.