



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Key Stage 2 Leader	Department: Primary School
Reports to: Primary Principal	
<p>Role:</p> <ul style="list-style-type: none"> The Key Stage 2 Leader is responsible for securing excellent progress and well-being of the students in years 3,4 and 5. The post holder will be responsible for pastoral support, progress and behaviour management and is the academic champion for Years 3,4 and 5. Will liaise with other with other Key Stage leaders where necessary; to ensure continuity and progression throughout the school curriculum. 	
<p>Key Accountabilities :</p> <ul style="list-style-type: none"> Be responsible for the care of students within the Key Stage, promoting self-discipline and positive behaviour in accordance with school policy. To ensure clear vision and direction to the HOY's of Year 3,4 and 5 (in their HOY role), is their dotted line manager. Induction and monitoring of all new students in Key Stage 2. Monitor the quality of teaching and learning across the Key Stage, including analysis of performance data. Ensure parents are well informed about the curriculum, targets, children's progress and attainment within the Key Stage. Responsible for ensuring that all records concerning students of Key Stage 2 are properly and securely maintained. Work closely with tutors and subject teachers to ensure robust procedures for admission, induction and progress of new students. To be a budget holder for the Key Stage. To oversee and organise Key Stage assemblies and events and lead Key Stage 2 parent information sessions. Develop a strategic view for the Key Stage/year which supports the vision, ethos and policies of the school. Monitor and evaluate all curriculum documentation within the Key Stage to ensure that, while high standards are expected, these are introduced within a supportive and caring classroom environment. Develop relevant, robust PSHE programme for Key Stage 2. Celebrate student achievement and promote the values of the school through the planned year assemblies. Responsible for ensuring smooth administration of internal exams in the Key Stage. Provide reports and prepare other information for the leadership team, the governing body, external agencies, as required. 	



<ul style="list-style-type: none">• Your teaching load will be as per school’s practice.• This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.• The school may review and modify or amend the Job Description as needed after discussion with the position holder.
Qualification <ul style="list-style-type: none">• Qualified teacher with a minimum of 5 years of experience.• Have successful previous leadership experience.
Personal Attributes : <ul style="list-style-type: none">• Ability to lead by example, at all times modelling exemplary professional conduct.• The willingness and ability to work strategically and operationally, being hands-on involvement with students, staff and parents.• A skilled and clear communicator (written and oral) with various stakeholders.• Drive and energy to develop systems and to ensure that they are successfully implemented.• Ability to resolve problems creatively and analyse issues from multiple perspectives, always keeping organisational priorities in mind.• Collegiality, working in partnership with the School Principal and Deputy Principal, the Director and a talented leadership team as well as a talented team of teaching and support staff.• Effective team player.• Empathy with students, staff and parents as well as with the values inherent in Indian culture as well as in an international school society.
Competencies: <ul style="list-style-type: none">• Will follow Middle Leader’s Competencies.

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Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers



Job Holder's Signature:

Date: