

Job Description: Key Stage Lead (Subject Discipline)

Reports to: Head of Subject

The Role

To work with the Head of Department to lead the effective delivery of an outstanding curriculum in this key stage, enabling the highest level of pupil progress and attainment. To deliver outstanding teaching and learning, supporting pupils to achieve excellent results and to be a positive role-model, upholding the school vision and impacting the academy more widely.

Key Responsibilities

Leadership and Management

- Embed Ark Pioneer's vision and the six pillars in all department provision and work with HoD to ensure they drive strategy, feeding into department evaluations and development plans relating to KS3
- Mentor ECTs, ATTs and any student teachers
- Support team members through coaching and/or mentoring as required
- Develop all members of the team through department-specific CPD, inset training days and regular lesson observations and learning walks, focussed on your key stage's teaching

Curriculum, Teaching and Assessment

- With the HoD, plan, monitor and evaluate curriculum provision and enrichment for all year groups within the subject (building on the Mastery curriculum offer where relevant)
- Support in coordinating effective collaborative planning and ensure the team's collective experience feeds into improvements in the curriculum
- Support the HoD in tracking pupil progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our pupils
- Keep up to date with any changes in learning and teaching related to your subject, including DfE guidance and curriculum changes and ensure staff are kept informed

Teaching Responsibilities

- Plan, resource and deliver lessons to the highest standard so that pupils make exceptional progress – ensuring you are in particular a useful reference point for the team in this key stage
- Provide a nurturing environment that helps pupils to develop as learners
- Contribute to establishing and maintaining discipline across the whole academy
- Contribute to the wider development of each child, supporting our mission that every pupil leaves Ark Pioneer with real options, be it to embark on their chosen career or to go onto a course of their choice at university

Culture and ethos

- Contribute to the department's behaviour management, implementing school systems consistently and in a kind and respectful manner
- Develop strong partnerships and ensure regular communication with parents, and support colleagues to do so as directed by HoD
- Be active in issues of pupil welfare and support
- Complete duties around the school, modelling best practice for all staff

Development of the Ark Network

- Value and support practices driving continued progress across the network of Ark schools
- Participate actively throughout the network, by attending relevant meetings and network-wide training and assessment standardisation

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Head of Department or Principal

Person Specification: Key Stage Coordinator

Qualification Criteria

- Qualified to teach and work in the UK
- Strong A Levels or equivalent
- Degree in subject discipline or degree in a closely related subject

Knowledge, Skills and Experience

- Mastery of and enthusiasm for subject discipline
- Knowledge of the national secondary education system, examinations and curriculum
- Excellent understanding of both subject and general teaching pedagogy
- Experience of reflecting on and improving teaching practice to increase pupil achievement
- Experience of interpreting pupil data to drive lesson planning and pupil progress
- Experience of raising attainment in a challenging environment
- Experience of leading successful enrichment which inspire and motivate learners
- Effective and systematic behaviour management

Personal Characteristics

- Genuine passion for and a belief in the potential of every pupil
- Vision aligned with Ark Pioneer's high aspirations and high expectations of self and others
- Effective team worker and leader
- Excellent interpersonal, planning and organisational skills
- Motivation to continually improve standards and achieve excellence
- Reflective practitioner, open to feedback and training to establish outstanding classroom practice
- Acts as a role model to staff and pupils
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).