

Headteacher:
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Edgware
Primary School

Edgware Primary School
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UPPER KS2 LEADER

JOB DESCRIPTION & PERSON SPECIFICATION

Responsible to:	Headteacher
Liaising with:	Headteacher, Senior Leadership Team (SLT) as well as all staff and pupils
Salary:	Existing MPS/UTS + TLR
Start of Post:	September 2026

The Job description below is subject to annual review.

All duties to be carried out in accordance with the School Teachers' Pay and Conditions Document and policies for the school

A: As an Upper KS2 Leader and member of the School Leadership Team:

1) Strategic Direction and Development

- Implement the school's policies and practices which reflect the school's commitment to high achievement and effective teaching and learning.
- Create a climate which enables all staff working in the Key Stage group to develop and maintain positive attitudes.
- Use data effectively with other staff in the phase group to track pupil progress and attainment, and where necessary create and implement effective plans of action to support pupils who are underachieving.
- Ensure that staff within the phase group understand, contribute to and follow whole school aims, policies and practices, including those in relation to equal opportunities, behaviour, discipline and bullying.
- Monitor the progress made in achieving plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.

2) Teaching and Learning

- Ensure that the curriculum has breadth, depth, and relevance and that there is good continuity and progression built in for all pupils within and between phases, including those with SEN, EAL and G&T.
- Ensure that long, medium and short term planning for each year group within the key stage is recorded.

- By lesson observation, work scrutiny, shared evaluation and other relevant methods, ensure consistency and high quality teaching and learning across the key stage.
- Work with staff within the key stage to implement the school's policies for assessing, recording and reporting on pupil achievement and attainment, and use this to set targets for future improvement.
- Ensure that information on pupil progress and attainment in previous classes and schools is used effectively to secure good progress.
- With subject leaders, build up and maintain an up-to-date portfolio of assessed and moderated work within the phase.
- Monitor children's books, planning and teaching to make sure that children are progressing across the phase in all subjects.
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- Evidence impact of improving teaching and learning and behaviour across the phase.

3) Leading and managing staff

- Help staff in the key stage to achieve constructive working relationships with children.
- Establish clear expectations and constructive working relationships among staff working in the key stage, through team working, mutual support and evaluating practice.
- Manage the performance of staff as required by the school policy and use the process to develop their personal and professional effectiveness.
- Ensure that the Headteacher, other members of the school leadership and management team and subject leaders are well informed about the work of the key stage as appropriate.

4) Efficient and effective deployment of staff and resources

- Ensure that effective and efficient use of learning and teaching resources, including ICT.
- Help staff in the key stage to use accommodation to create an effective and stimulating environment for learning and teaching.
- Ensure that there is a safe learning environment in which risks are properly assessed.
- Co-ordinate organisation within the key stage of timetabling of classes, staff working in the phase group, resources, activities and visits.
- Support key stage colleagues in their pastoral work.
- Support new staff in the key stage and assist their understanding of the school's policies and procedures.
- Co-ordinate inter-key stage liaison to promote continuity of learning and pastoral care, especially at the beginning and end of the school year.

B) Carry out the duties and responsibilities expected of all teachers, including any duties as may reasonably be directed by the Headteacher