**Job Description: AHT, Phase Leader and Subject Leader**

# Job details

**Salary:** **Leadership L4-8 Salary £53,602 -£59,167**

**Contract type:** Full time and permanent

**Responsible to:** Deputy Head Teacher and Head Teacher

# Main purpose

The phase leader, under the direction of the Head Teacher, will take lead responsibility of the phase to provide:

* A partnership with the HT to create a shared vision and strategic plan that inspires and motivates
* A school ethos which enables collaborative working
* High-quality teaching and curriculum
* Effective use of resources
* Improved standards of learning and achievement for all
* Effective management of the day to day phase responsibilities ensuring consistency of standards, policies and procedures
* Analysis of performance data, present summaries to relevant parties and help plan for school improvement.
* Effective leadership of a subject
* Effective assessment practices

*They may also be required to undertake any duties as delegated by the Head Teacher.*

# Duties and responsibilities

Strategic direction

* Develop and implement policies in line with our school’s commitment to high-quality teaching and learning
* Have a good understanding of how well the curriculum is being delivered and the impact on pupil achievement
* Use this understanding to feed into the school development plan and produce relevant action plans
* Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values
* Consult and work with pupils, parents and staff, and assess the feedback against the school’s vision, values and aims
* Work with the special educational needs coordinator (SENCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities
* Work with subject leaders to understand how their subject is developed
* Liaise with the local authority (LA) on projects and activities
* Share outstanding practice, knowledge and expertise throughout the school as appropriate
* Implement plans and strategies which secure high standards of behaviour and attendance
* Contribute to relevant sections of the SIP and governor reports, upon direction of HT
* Ensure health and safety of pupils and staff is effective

Leading the curriculum

* Keep effective records as a key school subject leader
* Develop and review regularly the vision, aims and purpose
* Monitor changes to teaching, learning and school improvement, and share with staff as appropriate
* Oversee the planning of a curriculum that:
  + Is diverse, flexible, creative and inclusive
  + Builds on prior knowledge / teaching
  + Meets the needs of all pupils and the requirements of the national curriculum
  + Is well sequenced to promote pupil progress
  + Is effectively and consistently implemented across the phase
* Make sure there is an effective system of assessment that meets the requirements of the phase and tracks the progress of pupils to check the curriculum has a positive impact on learning
* Lead moderation across the phase, ensuring the needs of all are met including those with SEND and those who are gifted and talented
* Ensure evidence-based interventions are implemented for children so that they are supported in their learning and achieve to the best of their ability
* Have an overarching responsibility for pupils’ achievement, standards and progress in the phase, comparing to local and national data

Leading and managing staff

* Hold regular team meetings to keep staff informed of developments or changes, building a positive culture
* Provide support to staff regarding teaching and learning, resources, and planning
* Monitor teaching and learning by visiting lessons, scrutinising work and talking with pupils to assess how well lessons are being delivered
* Provide feedback to staff based on the above observations to identify training needs, improvement strategies and provide continuing professional development (CPD), challenging underperformance
* Coach and model team teaching
* Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
* Monitor staff wellbeing, working with senior leaders to address wellbeing challenges as appropriate
* Lead induction and appraisal processes supporting the above.

Efficient and effective deployment of resources

* Provide support with the resourcing of books and other resources
* Create a safe, welcoming environment and take care of the classroom accommodation
* Audit classroom environments to evaluate the quality of the overall learning environment
* Ensure resources used are diverse, inclusive and accessible
* Provide support with classroom displays to ensure they are stimulating, of high quality, and inspire curiosity in pupils
* Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
* Manage any budget effectively to ensure it is spent on resources that add value and enhance the learning experience

# Other areas of responsibility

* To lead a subject through school – inline with the job description above for that subject.
* Act as DSL whenever required in school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the AHT will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person Specification: AHT – Phase Leader and Subject Post Holder

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| --- | --- |
| criteria | qualities |
| **Qualifications  and training** | * Degree * Qualified teacher status |
| **Experience** | * Successful and substantial experience of teaching and leadership in a primary school setting * Recent and relevant participation in professional development * Substantial experience of subject leadership |
| **Skills and knowledge** | * Secure knowledge of the curriculum and primary assessment * Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve * Awareness of local and national organisations that can support * Ability to build effective working relationships with staff and other stakeholders * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Good IT skills * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others |
| **Personal qualities** | * Commitment to getting the best outcomes for all pupils * Uphold and promote the ethos and values of the school * Ability to work under pressure and prioritise effectively * Maintain confidentiality at all times * Commitment to safeguarding, equality, diversity and inclusion * Ability to set high standards and act as a positive role model, leading by example * Is committed to continued self-professional development and is always trying to find ways to improve and be the best they can be |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Head Teacher’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_