



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

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status
Experience	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:
