



Job Description & Person Specification for KS1 Phase Leader

Job title:	Phase Leader (KS1)
Contract type:	Full-Time, Permanent
Responsible to:	Headteacher
Pay Range:	MPS – UPS + TLR 2B (£5,876.00 per annum).

Job Purpose

- The phase leader will be responsible for providing leadership and management of the school's phase curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.
- As a phase leader, they will contribute to whole-school self-evaluation and school improvement planning and be responsible for mentoring and developing staff within the phase. They will offer guidance and support to phase teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.
- The phase leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Key Responsibilities

- Strategic development
- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils in phase, and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in phase learning
- Provide guidance and support to staff within the phase, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

Teaching and Learning

- Show an understanding of the school's current systems for recording pupil progress within the phase
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged

Leading and Managing Staff

- Implement the school's approach to assessment within phase, and lead strategy to improve the quality of teaching and learning
- Take a role in inducting new phase staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within phase, (e.g. through observations, analysing performance data, etc.)



General Duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and phase assemblies
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area
- To be responsible for the day to day running of the phase and all associated staff including organising cover and timetabling
- To lead the preparation for allocated residentials.

Safeguarding Children

- Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings';
- Report to the Headteacher ANY behaviour by colleagues or children which raises concern;
- During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984;
- You are required to always comply with the school's Health & Safety policy.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	Qualified teacher status Evidence of professional development relevant to this role
Experience	Teaching within the primary phase, including evidence of strong teaching practice Team leadership, including during school development and/or improvement Responsibility for middle leadership or equivalent, providing strategic and practical oversight Developing and delivering staff development programmes Implementing teaching and learning strategies to improve quality and pupil attainment
Skills and knowledge	Secure knowledge of legislation and guidance on curriculum requirements and phase delivery Strong classroom practice, constantly showing a positive and resilient approach to pupils and staff Excellent communication and organisational skills Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders
Personal qualities	High expectations for all pupils and belief in bringing out the best in all Commitment to upholding and promoting the ethos and values of the school Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to always maintaining confidentiality Commitment to equality

Notes:

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