

Hollywood Primary School

Phase Leader Job Description

Job Details

Salary: Main scale- UPS+ TLR2A of £3,527

Hours: 32.5

Contract type: Permanent

Reporting to: SLT

Responsible for: Managing staff within phase (EYFS), leading a subject within the school

Main Purpose

The phase leader will be responsible for providing leadership and management of the EYFS curriculum (currently solely Reception), 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 phase leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within their phase. They will offer guidance and support to 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. They will also work closely with our onsite Nursery to build further opportunities for children to flourish.

Overview of the Role

- Understand the curriculum content of your phase, working with Curriculum Lead appropriately;
- Manage the staffing team, as well as students/ helpers, within your phase effectively;
- Have an awareness of teaching within your phase, ensuring that high-quality teaching is the main driver in classroom teaching and feeding back to staff and SLT any improvements, offering support as necessary;
- To utilise your phase budget effectively;
- As required, contributing to whole-school self-evaluation and school improvement planning;
- Developing staff by offering guidance and support, modelling best practices and sharing up-to-date knowledge of current theory and practice;
- Support the compliments and complaints procedure, by being the first port of all before SLT, but after class teacher level to help ensure effective relationships between staff, families and other stakeholders;
- Understand and help develop the School Development Plan, being aware of your drivers and impact within your phase;
- Monitor and support the wellbeing of your team and pupils within it;

Strategic Development

- Contribute to strategic decision making, working as a member of the Senior Management Team (SMT) to share expertise and insight, and help shape the school's vision;
- Set high expectations for all pupils in the 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;
- 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;
- Ensure that your phase is fully participating in whole school events, supporting as required;

Teaching and Learning

- Show an understanding of the school's current systems for recording pupil progress within the phase;

- Take an active role in monitoring trends and impact in progress and attainment, leading strategy to improve the quality of teaching and learning;
- 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;
- Ensure curriculum overviews are sent out to parents each half term by year groups in your phase;

Leading and Managing Staff

- Ensure short, medium and long-term plans are adhered to;
- Take a leading role in inducting new staff within your phase and making sure they uphold expected values and teaching standards- challenging and supporting where they are not;
- Monitor the quality of teaching and learning within the phase (e.g. through observations, analysing performance data, learning walk, environment walks etc.) monitoring and developing the impact of this;

General Duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs;
- Offer CPD opportunities for your team, being aware of their strengths and areas for development, alongside the SDP;
- Attend meetings according to school policy, and lead where required;
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc);
- Manage and monitor deadlines and organisation of events and information collection such as: data and report deadlines, visitors and school trips;
- To work alongside staff to ensure cover and release is organised and diarised.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

All school staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Person Specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of professional development relevant to this role 	
Experience	<ul style="list-style-type: none"> • Teaching within the primary phase, including evidence of outstanding teaching directly linked to EYFS delivery • Team leadership, including during school development and/or improvement • Responsibility for whole-school key stage 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 • Successfully leading impact within a subject area across the school 	<ul style="list-style-type: none"> • Wider KS experience • Experience of leadership and management
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on curriculum requirements for EYFS • EYFS Pedagogical knowledge and practices • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Excellent communication and organisational skills • Good IT 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 	<ul style="list-style-type: none"> • Knowledge of EYFS Ofsted guidance
Personal qualities	<ul style="list-style-type: none"> • 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 maintaining confidentiality at all times • Commitment to equality 	