



Post title	Key Stage 1 Phase Lead
School/Organisation	Avanti Meadows
Location	Bishop's Stortford
Grade	MPS1 – UPS3 + TLR2a
Hours	Full-time or Part-time
Contract Type	Permanent
	Year-round
Reports to	Head of School
Preferred Start Date	September 2026

MAIN PURPOSES OF THE JOB

- To lead and manage the phase team to provide high-quality learning for all children within a secure, happy and caring environment.
- To liaise effectively with the senior leadership team (SLT) to ensure consistency of approach in teaching and learning and the highest quality of education for all its pupils.
- To contribute to, and promote, the vision, culture and ethos of the school and Trust.
- Coordinating the work within Key Stage (KS) supporting and advising as appropriate and to write and update termly an annual improvement plan.
- To ensure that all pupils in the phase / KS receive regular and relevant homework and feedback on how to improve.

RESPONSIBILITIES OF THE JOB

In addition to the responsibilities of class teacher, as set out by the class teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Principal.

Teaching

- To review long-term planning to ensure coverage, progression and a range of learning experiences across the KS.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- In the spirit of the Avanti Way, treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/families, governors, other staff, the Avanti Schools Trust and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Leading, Developing & Enhancing the Teaching Practice of Others



- Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained in all areas of the curriculum.
- Lead a core subject across the academy.
- Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
- To liaise with staff and parents to support positive well-being and good behaviour across the phase.
- To be a strategic and supportive member of the wider senior leadership team.
- Provide guidance to staff in marking and assessment for learning and standards expected.
- To support colleagues to create a stimulating environment for learning.
- To take an active role within the academy's Appraisal policy in addition to supporting and promoting continuous professional development to ensure effectiveness and development of all staff.

Management Responsibility

- Organise and hold regular phase meetings to ensure good communication, consistency in practice and good pupil progress.
- To promote the maintenance of a tidy, well-ordered area for your phase, which supports and reinforces learning.
- Update teachers of changes to academy policy and ensure they are implemented effectively.
- Liaise closely with staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
- Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents.
- Induct, support and monitor new staff within the phase.

Monitoring & Evaluation

- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with academy policy.
- To evaluate assessment data in the Key Stage and discuss outcomes with the Deputy Principal and Principal.
- Provide feedback to teachers and disseminate examples of excellent planning and teaching.
- Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.

Behaviour & Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Wider Professional Responsibilities



- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies, including the Avanti Schools Trust
- Make a positive contribution to the wider life and ethos of the school

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your Performance Management
- Proactively participate with arrangements made in accordance with the Performance Management Regulations.

Other

- To have professional regard for the ethos, policies and practices of the School and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Principal.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the School is changed. Nothing will be changed without consultation.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Qualified to bachelor's degree level in relevant subject or allied subject	X	
2.	QTS qualified	X	
3.	Evidence of recent additional educational qualifications (e.g. NPQML)		X
4.	Proven highly successful teaching experience in specific phase	X	
5.	Experience of teaching in different phases		X
6.	Leadership experience (leading a team or leading a wider-school initiative) in the primary phase	X	
7.	Experience of leading a core-subject		x
8.	Experience of effective involvement with parents and governing body/SSC		x
9.	Experience of curriculum planning, implementation, assessing and recording	X	
10.	Understanding of the key characteristics of an effective learning environment within your phase	X	



PERSON SPECIFICATION			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
11.	Be able to demonstrate outstanding classroom practice and articulate what constitutes effective teaching and learning within your phase	X	
12.	Ability to influence the quality of teaching and learning.	X	
13.	Good communication skills at all levels	X	
14.	Ability to work effectively as part of a team of staff and governors.	X	
15.	Ability to inspire, lead and motivate children and staff, being an exemplary practitioner who leads by example with high standards of all and working in strategic partnership with all stakeholders lead and raise the quality of learning and teaching.	X	
16.	Good organisational and time-management skill	X	
17.	Demonstrate a positive and professional attitude at all times	X	
18.	Confident skills in ICT	X	
19.	Evidence of successfully mentoring or coaching teachers and NQTs	X	
20.	Ability to delegate, monitor and support effectively	X	
21.	Positive, caring attitude and enthusiasm	X	
22.	Ability to maintain confidentiality	X	
23.	Commitment to personal and professional development	X	
24.	Excellent interpersonal skills	X	
25.	Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	X	
26.	Commitment to the protection and safeguarding of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - https://75a4cb34-2c20-4977-9e28-55ad4be10fa9.filesusr.com/ugd/ad13b0_a3cb0c0bc6b04501a5d01fa3836bbc6d.pdf

