



Cowley St Laurence CE Primary School Job Description

Post title:	KS1 Phase Leader
Responsible to:	Headteacher
Pay Spine Terms and Conditions	Teacher's Pay and Conditions
Key Areas of Responsibility	<p>The main focus of this post relates to improving teaching and learning in an assigned Key Stage and teaching an assigned class of pupils.</p> <p>Core Tasks:</p> <ol style="list-style-type: none"> 1. To improve teaching and learning in an assigned Key Stage which provides a level challenge for pupils at all levels and raises expectations and aspirations. 2. To lead phase meetings and attend Senior Leadership Team meetings to enable effective communication 3. To lead a curriculum area 4. To teach an assigned class of pupils
Leading teaching and learning in an assigned Key Stage	<p>Core tasks:</p> <p>To work with the Head of School in improving teaching and learning in an assigned phase by:</p> <ol style="list-style-type: none"> 1. Monitoring teaching 2. Implementing CPD on an individual level and phase level to improve teaching 3. Monitoring achievement across an assigned Key Stage and being accountable for pupil outcomes 4. Implementing performance management within an assigned Key Stage, setting challenging achievement targets and holding teachers to account 5. Tracking improvements against agreed criteria, identifying success 6. Reporting to the Senior Leadership Team on progress being made against short term, medium term and long term goals 7. Liaising with Inclusion Manager in the school to help improve teaching and learning within the phase 8. Liaise with other similar Key Stage leaders within the Trust to share best practice and develop Trust policies.
Leading phase meetings	<p>Core tasks:</p> <p>To work with the Headteacher in ensuring there is effective communication between the assigned phase and the Senior Leadership Team</p> <ol style="list-style-type: none"> 1. Leading team meetings for development purposes and management meetings to ensure effective communication

	<ol style="list-style-type: none"> 2. Being an active part of the Senior Leadership Team, ensuring that the vision and expectations of the school are clearly embedded within an assigned Key Stage 3. Implementing staff development programmes to improve teaching to support these pupils 4. Setting challenging targets and holding leaders and teachers to account on improvements being made 5. Ensuring that day-to-day school life runs smoothly across an assigned Key Stage through effective management, organization and communication
To lead a curriculum area	<ol style="list-style-type: none"> 1. Write an action plan to improve teaching and learning in an assigned area of the curriculum 2. Monitor and track progress towards improvements 3. Work with the leader responsible overall for the curriculum to ensure that expectations within the curriculum match the needs of the learners in the school
Professional Development	<p>The post holder will be expected to take part in extensive professional development alongside the school's CPD programme. This should include:</p> <ol style="list-style-type: none"> 1. How to become an outstanding leader of learning 2. Ability to support and challenge and hold staff to account 3. Ability to measure effectiveness and set priorities
Line Management	<ol style="list-style-type: none"> 1. All teaching staff in an assigned Key Stage 2. Leading a curriculum area 3. Be a professional tutor for a Early Careers Teachers when needed
Safeguarding	<ol style="list-style-type: none"> 1. To comply with all the Trust's Safeguarding Policies and Procedures, prioritising the safety of all pupils, staff and members of the school community



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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development • Attendance of relevant courses to develop leadership skills
Experience	<ul style="list-style-type: none"> • Minimum of four years' experience of teaching at Primary School level as a qualified teacher 	<ul style="list-style-type: none"> • Teaching across at least two Key Stages

	<p>at the time of application</p> <ul style="list-style-type: none"> • Leadership of a curriculum area 	<ul style="list-style-type: none"> • Supporting teaching to improve quality of teaching and learning • Experience as a member of a Senior Leadership team
Knowledge and Understanding	<ul style="list-style-type: none"> • Pupils' educational development • A thorough knowledge and understanding of standards that pupils need to achieve by the end of the key stage you are applying to lead • The planning and preparation of children's' learning • The monitoring, assessment, recording and reporting of children's progress • Effective teaching and learning styles 	<ul style="list-style-type: none"> • Leading learning across the school • Strategies to improve teaching and learning in the core subjects
Skills	<ul style="list-style-type: none"> • Ability to prioritise and work 'smartly' and be well organised • Communicate high expectations through challenging targets • Promote the school's aims positively, and use effective strategies to monitor motivation and morale • Develop good personal relationships within a team • Establish and develop close relationships with parents, governors and the community • Communicate effectively (both orally and in writing) to a variety of audiences • Create a happy, challenging and effective learning environment • Work effectively as part of a team • Act as a good role model for others • Confident in using ICT 	<ul style="list-style-type: none"> • Proven success in motivating a team

Personal Characteristics	<ul style="list-style-type: none">• Approachable• Warmth of character• Enthusiasm and energy• Committed and willing to succeed• The ability to communicate at all levels• Positive approach to working with children• Empathetic• Organised and flexible• Patient• Resourceful	
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