



Cedar Park School & Nursery

Be kind ★ Be inspired ★ Believe

Job Description

Job Title:	Phase Leader
Responsible to:	Headteacher
Responsible for:	Leadership of the Key Stage Pupil progress beyond assigned groups Enhancing the teaching of others Leading a core subject area
Allowance:	Negotiable

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a Class Teacher as defined in the School Teacher's Pay and Conditions Document and the expectation of Standards for Teachers as defined by the DfES.

Leadership of a Key Stage

The post-holder provides a clear direction for the work and development of the key stage within the context of the overall activity of the school, promoting high standards through personal involvement and ensures that:

- The aims, core-principles and policies of the school, including a commitment to good relationships and equality of opportunity for all, are reflected across the key stage.
- Appropriate priorities and targets are identified to support the School Improvement Plan, necessary action taken, and reviews of progress towards them are made, feeding back to KS staff.
- Staff use time, colleagues and other resources, especially information and communications technology, effectively to deliver a rich curriculum.
- Relationships are maintained with relevant agencies, and representation is ensured at relevant meetings and reviews.
- Parents are provided with good quality information about the learning in the key stage.
- Whole school priorities are led across the key stage in agreement with the Headteacher.
- Teaching skills and classroom organisation are modelled (along with other senior colleagues) for colleagues, children and visitors.
- Effective liaison with advisory staff and external agencies takes place.
- Pastoral aspects of pupil care are successfully and responsibly managed in line with our Behaviour Policy.
- Health and Safety policy and procedures are modelled and followed.

- They effectively manage their own performance and continuing professional development and show staff within the area to do the same by sharing a commitment to improvement and identifying capacity to do so.

Pupil Progress within and beyond Assigned Class

The post-holder will support the progress of a wide range of pupils, including those in groups taught by other teachers to ensure that:

- There is rigorous monitoring and evaluation of learning across the curriculum in the key stage by tracking pupils' progress
- Appropriate adjustments are made to teaching and learning, to enable acceptable progress to be made towards achieving learning targets.
- Offer coaching and mentoring to staff to support improvements in pupil progress.
- A system of record keeping is maintained to support the effective work of the key stage.

Enhancing the Teaching of Others

The post-holder will enhance the teaching of others within the key stage by enabling colleagues to:

- Identify pupils who are failing to reach learning targets and challenge and inspire them to reach them.
- Use methods which enable failing pupils to learn more effectively.
- Manage pupils well and insist on high standards of behaviour.

They will also:

- Work with the SLT to lead, motivate, support, challenge and develop staff to secure improvement.
- Be line manager and team leader for specific staff, undertaking professional reviews with them.
- Convene, lead and record meetings to ensure good communication between staff to improve the quality of education provided by the school.
- Follow the assessment, recording and reporting policies to ensure that each class teacher know his or her pupils well

Leading a core subject area

The post-holder will provide clear strategic leadership of a core subject area by:

- Developing an action plan with appropriate targets and priorities that continue to develop the subject across the school.
- Monitor and evaluate progress across the school in the subject area.
- Keep the subject's policy up to date.

- Act as an expert in the subject area and support the development of other teachers' expertise in the subject area.
- Research resources to enrich the learning experience
- Maintain relationships with advisory staff and external agencies.
- Deliver INSET and classroom support in the subject area.
- Lead action research to enhance the learning experience for pupils and improve outcomes in the subject area.
- Review progress in the subject area and report to SLT and Governors.

Safeguarding

- To read and fully understand part one of Keeping Children Safe in Education.
- To read and fully understand the school's Child Protections Policy.
- To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- To engage with safeguarding children such as basic child protection and Prevent.

Additional Management Responsibilities

In addition to the three areas above the post-holder will be required to undertake additional responsibilities that might reasonably be deemed to be part of the job. These responsibilities may be reviewed at any time with due consultation and include:

- To deputise for the Headteacher or Deputy Headteacher in either absence and oversee the day-to-day running of the school, including school assemblies as needed.
- To work closely with the Headteacher, governing body and senior leadership team to contribute to the development and implementation of a strategic view for the school.
- To work closely with the Headteacher, senior colleagues, governors and other agencies in the development of strong community links which will foster the school's aims and community standing.
- With other senior members of staff, to support the lunchtime supervisors when issues arise concerning behaviour.
- To review, with the Headteacher, the details of the post annually in accordance with the school's performance management policy.
- To undertake other duties as the Headteacher may reasonably direct.

Signed: _____

Print Name: _____
Employee

Date: _____

Signed: _____

Print Name: _____
Headteacher

Date: _____

Next review date: January 2024