

Lickey Hills Primary School & Nursery

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KS2 Phase Lead Job Description

Pay Scale:	Main Pay Scale plus TLR2: £5250.00
Purpose:	<ul style="list-style-type: none"> ● To safeguard and promote the welfare of young people ● To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all pupils ● To lead the development of the phase and ensure staff, parental and pupil engagement is high ● To monitor the quality and consistency of behaviour management across the phase ● To contribute to the escalation process of behaviour management throughout the school ● Contribute to the middle leadership team and contribute to CPD ● To facilitate and encourage pastoral and extra-curricular experiences which provide pupils with the opportunity to achieve their individual potential ● To contribute to raising standards of pupil attainment ● To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to:	Deputy Head Teacher
Responsible for:	The behaviour and attendance expectations across the phase, promoting consistently high expectations and modelling best practice.
Liaising with:	Headteacher/SLT, teaching/support staff, Governors, LA representatives, external agencies and parents.
Working Time:	In accordance with the School Teachers' Pay and Conditions Document
Salary/Grade:	Current Main Pay Scale plus TLR2: £5250.00
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Teaching:	<ul style="list-style-type: none"> ● To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere. ● To ensure the additional education needs of all pupils are catered for. ● To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. ● To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. ● To ensure that computing Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils ● To undertake a designated programme of teaching which may include other subjects, as determined by the school timetable ● To ensure a high quality learning experience for pupils that meets internal and external quality standards. ● To prepare and update subject materials. ● To use a variety of delivery methods, which will stimulate learning appropriate to pupil needs and demands of the syllabus. ● To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

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	<ul style="list-style-type: none"> ● To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures. ● To mark, grade and give written/verbal and diagnostic feedback as required.
Pupil Support System (Pastoral)	<ul style="list-style-type: none"> ● To be a class teacher to an assigned group of pupils. ● To promote the general progress and well-being of individual pupils and of the class as a whole. ● To liaise with the Pastoral Team to ensure the implementation of pupil Support systems. ● To register pupils, remain with pupils in assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life. ● To contribute to and deliver the school's timetabled curriculum offer. ● To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. ● To contribute to the preparation of Action Plans and progress files and other reports. ● To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved. ● To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff ● To contribute to PSHE and SMSC, according to School and Trust policies ● To apply the Behaviour Management Systems so that effective learning can take place
Operational/ Strategic Planning	<ul style="list-style-type: none"> ● To lead in the development of appropriate strategies and adaptations to meet the need of all pupils in the phase ● To lead on and implement the phase development plan, in support of the school improvement plan and KPIs. ● To plan and prepare courses and lessons. ● To contribute to the whole school's planning activities. ● To develop and maintain strong leadership links with relevant senior leaders
Curriculum Provision:	<ul style="list-style-type: none"> ● To assist the Behaviour & Attendance lead and SLT link, to ensure that the phase leadership and behaviour expectations support the whole school vision and complement the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> ● To assist in the process of school improvement and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.
Staff Recruitment, Deployment and CPD	<ul style="list-style-type: none"> ● To take part in the school's staff development programme by participating in arrangements for further training and professional development. ● To continue personal development in the relevant areas including subject knowledge and teaching methods. ● To engage actively in the Performance Management Review process. ● To ensure the effective/efficient deployment of classroom support ● To work as a member of a designated team and to contribute positively to effective working relations within the school.

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Quality Assurance:	<ul style="list-style-type: none"> ● To help to implement school quality procedures and to adhere to those. ● To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. ● To seek/implement modification and improvement where required. ● To review from time to time methods of teaching and programmes of work. ● To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> ● To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. ● To complete the relevant documentation to assist in the tracking of pupils. ● To track pupil progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> ● To communicate effectively with the parents of pupils as appropriate. ● Where appropriate, to communicate and cooperate with persons or bodies outside the school. ● To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> ● To take part in marketing and liaison activities such as Open Evenings Parents' Evenings, Review days and liaison events with partner schools. ● To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> ● To contribute to the process of the ordering and allocation of equipment and materials. ● To assist Senior Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources. ● To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.
Other Specific Duties:	
<ul style="list-style-type: none"> ● To undertake any other duty as specified by School Teachers' Pay and Conditions Document (STPCD) not mentioned in the above. ● Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. ● Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. ● The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition. 	
<p>This job description is current at the date shown, but following consultation, may be changed by the Head Teacher to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post may involve redeployment to other Trust schools within the locality.</p>	

January 2024