

## Blessed Dominic Catholic Primary School



### Job description: Phase Leader

#### Job details

**Salary:** TLR 2 (£7,774)

**Reporting to:** Senior Leadership Team

**Responsible for:** Learning outcomes in KS2 phase / leading Catholic life and mission and a core/foundation subject as required by the school

#### Main purpose

The phase leader will be responsible for providing leadership and management of the school's outcomes for the phase curriculum. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As a phase leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to phase 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 be required to have weekly meetings, with phase team and school Management Team and Senior Leadership Team

#### Duties and responsibilities

##### Strategic development

- › Contribute to strategic decision making, working with school leadership to share expertise and insight, and help shape the school's vision
- › Set high expectations for all pupils in 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 in phase learning
- › 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

##### Teaching and learning

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

### **Leading and managing staff**

- › Establish short-, medium- and long-term plans for developing and resourcing the phase curriculum
- › Develop the school's approach to assessment within phase and lead strategy to improve the quality of teaching and learning
- › Take a leading role in inducting new phase staff and making sure they uphold expected values and teaching standards
- › Monitor the quality of teaching and learning within phase (e.g. through observations, analysing performance data, etc.)

### **General duties**

- › Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- › Attend meetings according to school policy, and lead where required
- › Lead whole school and phase assemblies
- › Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- › Manage and monitor budgets within your area

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

## Person specification

CRITERIA	QUALITIES	ESSENTIAL (E) OR DESIRABLE (D)
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ Qualified teacher status</li> <li>➤ Evidence of professional development relevant to this role</li> <li>➤ CCRS</li> </ul>	E E D
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Teaching within the primary phase, including evidence of outstanding teaching</li> <li>➤ Team leadership, including during school development and/or improvement</li> <li>➤ Responsibility for whole-school phase leadership or equivalent, providing strategic and practical oversight</li> <li>➤ Developing and delivering staff development programmes</li> <li>➤ Implementing teaching and learning strategies to improve quality and pupil attainment</li> </ul>	E E D E E
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of legislation and guidance on curriculum requirements and phase delivery</li> <li>➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li> <li>➤ Excellent communication and organisational skills</li> <li>➤ Good IT skills</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> </ul>	E E E E E E E
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ High expectations for all pupils and belief in bringing out the best in all</li> <li>➤ Commitment to upholding and promoting the Catholic ethos and values of the school</li> <li>➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to equality</li> </ul>	E E E E E E

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Date:** \_\_\_\_\_