

**Mr Stuart Cook Oakridge School**

**HeadteacherOakridge Road**

**High Wycombe**

**Mrs J McCaffrey Bucks**

**Deputy Headteacher HP11 2PN**

***Telephone: 01494 520341***

***“Working together to succeed”***

**JOB DESCRIPTION**

**Lower KS2 English Phase Leader**

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 responsibilities as described below, as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.

**Responsible to:** Deputy Headteacher

**Responsible for:** Phase Leader for Lower Key Stage 2

**Purpose of the Post:**

* **To lead, manage and support the Lower Key Stage 2 team**

**Responsibilities of the Post:**

* Lead, manage and support Lower Key Stage 2 staff. Be the point of call for staff within the phase for advice and support. Provide a good role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
* Provide guidance and support to staff in planning, implementing schemes of work and evaluation of teaching to raise standards.
* Monitor and develop the quality of education within the phase. Conduct or join in with learning walks within phase.
* Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
* To support colleagues to create a stimulating learning environment for the teaching and learning
* Lead the annual Professional Development Cycle with the phase
* Check in on staff in their phase on an informal and supportive basis.
* Ensure consistency across the phase - e.g. books, non-negotiables, homework and set up classrooms, initiatives are being followed.
* Remind staff of deadlines and ensure deadlines are being met
* Understand and support with or lead upcoming events involving the phase.
* Facilitating support and a supportive culture within the phase. E.g. facilitating professionals (staff) learning from each other.
* Share best practice within the phase.
* Have a knowledge of the assessment outcomes of the phase.
* Enable all teachers to achieve expertise in planning and teaching through support and by leading or providing high quality professional development opportunities.
* Lead regular phase meetings communicating effectively to ensure continuity in teaching and learning.
* Ensure planning, record keeping and assessment is in line with school policies.
* Organise curriculum meetings for parents at the beginning of the year and ensure that all agreed information (e.g. targets) is sent out on time.
* Liaise closely with support staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
* Induct, support and monitor new staff within the Phase
* Work with external sources to enhance own practice and the practice of other staff members
* Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
* Provide feedback to teachers and disseminate examples of effective planning and teaching.
* Organise and lead meetings with staff to ensure continuity and progression of pupils’ learning is maintained across the phase.

**Other**

* Safeguard the health and safety of self and others in accordance with the school’s Health and Safety Policy
* Demonstrate strong safeguarding practices in line with the school’s safeguarding policies.
* Contribute to decision making and policy development across the school.
* Maintain lines of communication between the Leadership Team and staff in the phase.
* Promote good behaviour around the school and support colleagues in promoting good behaviour.
* To promote the values, ethos and vision of the school to all stakeholders.
* Reflection on own practice and engage in private study, keeping abreast of new initiatives.
* Ensure the highest standard of confidentiality and professional conduct at all times and expect this from other staff.
* Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity

**Signed: ..............................................................................................**

**Date: ..............................................................................................**