

HAGLEY PRIMARY SCHOOL

JOB DESCRIPTION –PHASE LEADER FOR YEARS 3 AND 4 AND SUBJECT LEADER



This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

A. **Strategic direction and development of years 3 and 4** – in cooperation with, and under the direction of, the head and deputy head teacher:

- support the vision, ethos and policies of the school and promote high levels of achievement in their year groups;
- support the creation and implementation of the school development plan, especially as it relates to the year groups and to take responsibility for appropriately delegated aspects of it;
- support all staff in achieving the priorities and targets the school sets and monitor the progress of those which relate to their year group;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on their year group;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment in their year group.

B. **Teaching and learning** – to:

- be responsible for monitoring the teaching of years 3 and 4 to ensure effective learning occurs and that high standards of achievement, behaviour and discipline is maintained;
- take a lead role in encouraging staff to reflect on teaching and learning throughout the school;
- be responsible for the pastoral care of pupils throughout the year groups, promoting self discipline and good behaviour at all times, in accordance with school policies;
- take responsibility for the development and monitoring of the curriculum provision throughout the year groups, liaising appropriately with subject coordinators, class teachers and other year group coordinators;
- support the head and deputy head teachers in the monitoring of the quality of teaching and children's achievements across the year groups, including the analysis of performance data;
- support the head and deputy head teachers in developing links with parents of children in the year groups.

C. **Leading and managing staff** - to:

- support the head and deputy head teacher in developing positive working relationships with and between all pupils and staff in the year groups;
- lead groups of staff in developmental activities and evaluate outcomes;
- support the performance management process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and teaching assistants in the year groups.
- Provide subject leadership on an area to be negotiated.

D. Effective deployment of staff and resources - to:

- support the head and deputy head teachers in the deployment of staff in the year groups, and support those staff in their duties;
- work with the head and deputy head teachers in establishing priorities for expenditure for the year groups, and in monitoring the effectiveness of spending and usage of resources.

E. General – to:

- take on specific tasks related to the day to day administration and organisation of the school;
- take on any additional responsibilities which might from time to time be determined.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.