

Children of Success Schools Trust

Haveley Hey Community School

JOB DESCRIPTION

Post Title – Phase Leader – Key Stage 1
TLR Level 2b

Status of the Post

This is a senior middle leader post within the school's structure which carries significant responsibilities.

Main Responsibility of the Post

In addition to those professional responsibilities which are required of all classroom teachers in the school, the post holder's key responsibility will be to focus on raising the standards of teaching, learning, achievement and attainment for pupils in Key Stage 1, phonics and early reading. The post holder will be accountable to the Head of School.

Professional Responsibilities

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Making an impact on the educational progress of pupils beyond those directly assigned:

- Ensuring that appropriate targets exist for pupils in Key Stage 1
- Monitoring pupil performance against targets
- Ensuring that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system
- Monitoring progress and taking appropriate action
- Contributing to the ongoing school self-evaluation process
- Liaising with other Phase Leaders to ensure continuity and progression
- Contributing to school improvement priorities across the curriculum
- Developing and monitoring specific curriculum initiatives in Key Stage 1 in collaboration with the deputy head teacher for curriculum
- Leading on phonics and early reading as determined by the Head of School
- Liaising with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents
- Monitoring and evaluating the quality of teaching and learning and standards within the phase, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning
- Use the above information to action required support – including setting targets for continuous improvement.

Leading, developing and enhancing the teaching practice of others

- Providing an effective role model in terms of your own classroom practice – expectation is that observed teaching is **strong**
- Ensuring effective implementation of school improvement priorities in Key Stage 1
- Monitoring the quality of teaching and learning and sharing judgements with all relevant colleagues as appropriate