



## **EYNHAM COMMUNITY PRIMARY SCHOOL**

Beech Road, Eynsham, Witney, Oxon, OX29 4LJ

**Executive Headteacher: Mrs G Bayliss**

**Head of School: Mr W Reeves**

### **PHASE LEAD UPPER KS2 – JOB DESCRIPTION**

**Contract Type: Full Time, Permanent**

**Salary/Grade: MPS/UPS + TLR 2.1**

**Required for: September 2024**

**Closing date: Friday 3<sup>rd</sup> May at 12:00pm.**

**Interview Date: Interviews to take place Tuesday 7<sup>th</sup> May 2024.**

#### **Phase Lead for Upper KS2 Purpose**

- Requires the teacher to lead, manage and develop the Phase of the school; and to lead and manage pupil development across the curriculum.
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- Involves leading, developing and enhancing the teaching practice of other staff.

#### **Responsibilities**

##### **Leading, managing and developing a Phase of the school, and leading and managing pupil development across the curriculum**

The post-holder will:

- Be an exemplar of school policies and practice; actively promote the aims of the school to offer guidance and support to colleagues.
- Lead and develop an effective Phase Team by establishing clear expectations and constructive working relationships, good team working and mutual support, delegating tasks as appropriate, evaluating practice and development, and motivating Teachers and Support staff in delivering quality in Teaching and Learning.
- Prepare reports for the Senior Leadership Team and Governors.
- Act as an appraiser in the school's appraisal process.
- Ensure the highest possible standards of education of the children for whom the teacher has class/group responsibility - socially, emotionally, physically, intellectually and aesthetically.
- Make sure that long-term, medium-term, short-term and individual pupil planning is carried out and implemented by teachers in the Phase and across the core subject within the framework of school policy and procedures
- To be responsible for all aspects of assessment in the Phase and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement

#### **Pupil Progress within and beyond Assigned Groups**

The post-holder will support the progress of a wide range of pupils, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils so that pupils will:

- Acquire new knowledge or skills, develop ideas and increase their understanding.
- Be productive and work at a good pace.
- Show interest in their work and be able to sustain concentration and think and learn for themselves.
- Understand what they are doing, how well they have done and how they can improve.



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### **Enhancing the Teaching of Others**

The post-holder will enhance the teaching of others within the subject by enabling colleagues to:

- Develop and improve subject knowledge and pedagogy.
- Plan effectively, setting clear objectives that pupils understand.
- Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.
- Use methods which enable all pupils to learn effectively.
- Manage pupils well and insist on high standards of behaviour.
- Use homework effectively to reinforce and / or extend what is learned in school.

Assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

### **Purpose:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of School and Executive Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, teach and assess effectively, take responsibility for professional development and has students who achieve well.

### **Responsibilities:**

A teacher (other than a Headteacher) may be required to undertake the following duties:

#### **Teaching Purpose**

- Plan and teach lessons and sequences of lessons to the classes they are assigned to teach, within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

#### **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Subject to paragraph the above supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

#### **Health, safety and discipline**

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

#### **Management of staff and resources**

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.



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### Other specific duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 school 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 for any employee who develops a disabling condition.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Name \_\_\_\_\_

Post-Holder

Date \_\_\_\_\_