

Job details

Salary: TLR 2 £4000

Reporting to: HT/DHT

Responsible for: KS1/Lower KS2/Upper KS2

Main purpose

The phase leader will be responsible for providing leadership and management of the school's (KS1/LKS2/UKS2) curriculum, delivering high-quality teaching and effective use of resources. 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 key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The key stage leader is 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.

Duties and responsibilities

Strategic development

Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision

Lead staff in the phase to achieve school priorities as outlined in the School Development Plan

Set high expectations for all pupils within the 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 and 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, learning, assessment and behaviour

Oversee curriculum plans and their delivery

Measure impact on teaching and learning through regular reviews of planning, observations of teaching and learning and professional discussion within the phase and with SLT

Work with other teachers and subject leaders to review the curriculum and make sure there is continuity, progress and a sequence of learning

Share understanding of the school's current systems for recording pupil progress, communicate deadlines and ensure staff within the phase adhere to these

Develop the school's approach to assessment and monitor formative and summative assessment within the phase

Analyse data for the phase in key areas of the curriculum and report to SLT half termly

Identify areas within phase where additional support/training is needed and liaise with HT/DHT/SENDCo to ensure teachers receive the required training

Ensure assessment schedule is delivered and support teachers within the phase with statutory assessments (phonics screening, KS1 SATS, Multiplication Check, KS2 SATS)

Ensure behaviour and discipline policies are adhered to and be the first point of contact for staff when managing challenging behaviour

Leading and managing staff

Establish short-, medium- and long-term plans for developing and resourcing the phase curriculum

Lead the strategy to improve the quality of teaching and learning within the phase

Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards

Monitor the quality of teaching and learning within the phase (e.g. through observations, analysis of performance data, moderation exercises etc.

Lead appraisal within phase and manage performance of staff through the appraisal process

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 key stage assemblies

Where required, prepare and deliver reports to relevant groups (governors, parents, etc)

Manage and monitor budgets within your area

Other areas of responsibility

Ensure the smooth running of the phase on a day-to-day basis

Create timetables and rotas for the phase

Liaise with DHT to ensure there is adequate cover for staff absence

Communicate day-to-day plans or changes to plans with the phase team

Liaise with other phase leaders to ensure consistency of role across the school

Liaise with other phase leaders to ensure a smooth transition between phases for all pupils

Co-ordinate phase events

Person specification

| criteria | qualities |
|------------------------------------|---|
| Qualifications and training | <p>Qualified teacher status</p> <p>Evidence of professional development relevant to this role</p> |
| Experience | <p>Teaching within the primary phase, including evidence of outstanding teaching directly linked to KS1/LKS2/UKS2 delivery</p> <p>Team leadership, including during school development and/or improvement</p> <p>Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight</p> <p>Developing and delivering staff development programmes</p> <p>Implementing teaching and learning strategies to improve quality and pupil attainment</p> |
| Skills and knowledge | <p>Expert knowledge of legislation and guidance on curriculum requirements and delivery</p> <p>Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</p> <p>Excellent communication and organisational skills</p> <p>Good IT skills, including previous use of SIMS, Target Tracker, CPOMS</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> |
| Personal qualities | <p>High expectations for all pupils and belief in bringing out the best in all</p> <p>Commitment to upholding and promoting the ethos and values of the school</p> <p>Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to equality</p> |

Notes:

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

First review date: July 2023

Date reviewed

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: