



Holcombe Brook Primary School

Job Description – Phase Leader

SALARY: Teachers' Main Scale / Upper Pay Scale plus TLR 2A

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

Purpose of the Job

To work in partnership with the Headteacher, Deputy and Assistant Headteachers and Governors to implement the shared vision for the school, with particular emphasis on leading a phase in the school: EYFS, KS1 or KS2.

The post requires the promotion and implementation of high standards in classroom teaching which together with effective organisational systems and skills will develop the potential to achieve the highest standards of learning for all children and staff.

The post further requires a strong commitment to the leadership and development of the school's curriculum.

To take a leading role in the evaluation, promotion, development and maintenance of high standards for the school through personal effectiveness, by supporting and developing colleagues and by liaising and communicating with outside agencies.

Leadership and Management Responsibility

- To be an excellent role model for all members of staff and pupils, particularly across the phase, in all aspects of school life to inspire others to strive for excellence.
- To actively promote the ethos, values and aims of the school and to offer guidance and support to colleagues.
- Work collaboratively with the Senior Leadership Team in the planning, policy making process and management of the school, with specific reference to the curriculum in the EYFS, KS1 or KS2 and to assist Leadership Team in monitoring curriculum intent, implementation and impact.
- To aid the development and implementation of the school's policies, guidelines and systems of management, leading where appropriate.
- To aid the Leadership Team in evaluating, assessing, implementing and promoting the work of the school and to develop and monitor the highest standards of achievement.
- Provide leadership, advice and support to staff in the Nursery and 4-7-11 After School Club

General Duties

- A class-based teacher, with responsibility for the education and welfare of a designated class in accordance with the requirements of the Conditions of Employment of School Teachers.
- To promote effective teaching and learning in both the indoor and outdoor environments.

- To have regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- To work with and alongside colleagues to support the ethos, values and achieve the aims of the school.
- To share in the corporate responsibility for the safety, well-being and discipline of all pupils.
- To seek to develop opportunities which offer a broader educational experience.
- To ensure that the educational needs of all pupils, including those with special educational needs, are identified and met.
- To ensure effective, regular dialogue with parents.
- To ensure the safeguarding, well-being and pastoral care of all pupils.
- To help develop, implement and evaluate systems for the effective deployment of all resources.
- To support the extra-curricular activities and the wider-life of the school.
- To positively represent the interests of the school within the local community.

Specific Duties

- To lead EYFS, KS1 or KS2– developing the curriculum, supporting staff, monitoring provision, organising assessments and analysing data.
- To lead the development of provision both indoors and outdoors.
- To lead the development of an agreed curriculum subject across school.
- To assist in the drawing up, implementation and review of the School Development Plan and the management of subsequent action.

The Job Description should be reviewed at the beginning of each academic year, or earlier if necessary and may be amended at any time subject to consultation between Governors, Head Teacher and Phase Leader.



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Person Specification – Phase Leader

Attributes	Criteria	Essential or Desirable	Application Form	Tasks and Interview	Reference
Qualifications	Recognised degree or equivalent	E	✓		
	Qualified Teacher Status	E	✓		
Experience	Commitment to the safeguarding and well-being of all pupils and staff	E	✓	✓	✓
	Commitment to inclusion with high expectations for all learners	E	✓	✓	✓
	Minimum 3 years teaching experience (by September 2024)	E	✓		
	Evidence of excellent teaching skills	E	✓	✓	✓
	Evidence of excellent pupil achievement	E	✓		✓
	Experience of class teaching in EYFS (at least 1 year)	E	✓		
	Experience of leading school improvement	D	✓	✓	✓
	Evidence of commitment to Continuing Professional Development	E	✓	✓	✓
	Contribution to the wider-life of the school	E	✓	✓	

Attributes	Criteria	Essential or Desirable	Application Form	Tasks and Interview	Reference
Knowledge and understanding	Understanding of the requirements of the Early Years Foundation Stage	E	✓	✓	
	Understanding of the requirements of the National Curriculum and its application across the primary phase	E	✓	✓	
	Knowledge of effective teaching and learning strategies to ensure progress of all learners including those with SEND	E	✓	✓	✓
	Knowledge of effective classroom management and positive behaviour strategies	E	✓	✓	✓
	Proven experience of learning in both the indoor and outdoor environments	E	✓	✓	✓
	Understanding of the processes of school improvement	E	✓	✓	
Skills & Personal Qualities	Ability to analyse assessment data and reflect on its implications	E	✓	✓	
	Ability to communicate clearly and concisely with a range of audiences	E	✓	✓	
	Ability to communicate effectively and empathetically as a team leader and a team member	E	✓	✓	✓
	Effective self-motivation and personal organisational skills	E	✓		✓