



## Job Description

---

**Job title:** Phase Leader - EYFS  
**Reports to:** Principal  
**Location:** Leigh Academy Paddock Wood

*Leigh Academies Trust places learning at the centre of every endeavour. Each member of the academy community, through their actions, seeks to promote positive and effective learning for all.*

### Job purpose

To ensure the core moral purpose is delivered to pupils across the Phase providing greater opportunity for our pupils to develop even further.

In addition to carrying out the duties of a Class Teacher as set out in the current School Teachers' Pay and Conditions Document: Conditions of employment of Teachers other than Headteachers, the Phase Leader will play a role in the distributed leadership and management of the school.

The Phase Leader will work in partnership with the Principal, Vice Principal and Assistant Principals as a member of the Extended Leadership Team (ELT).

### Knowledge Required:

- An up to date knowledge and sound understanding of the curriculum at Leigh Academy Paddock Wood and how this incorporates the Early Years Foundation Stage profile, the National Curriculum and the required elements of the IB Primary Years Programme
- Awareness of, and ability to contribute to, the Academy Performance Agreement
- Sound understanding of assessment, recording and reporting including relevant examinations/statutory assessments in their particular key phase and accreditations if appropriate
- An understanding of the process of performance management (using the Clear Review system) and staff development
- An understanding of LAT systems and processes and how to engage with the Trust and other LAT academies to improve standards in their Key Phase
- Knowledge and understanding of current educational practice and pedagogy
- Up to date knowledge of safeguarding procedures
- Systems for promoting parental involvement in pupils' learning
- Sound understanding of the ethos and values that underpin developing a fully inclusive extended academy
- Qualified Teacher Status (QTS) for a minimum of three years

### Strategic Direction

- Supporting the Senior Leadership Team (SLT), where appropriate, in contributing to the strategic vision for the academy and its community
- Communicate the academy vision and objectives to all members of the academy community and support the effective delivery of the academy's aims
- Support all staff within the phase in achieving the priorities and targets which the academy sets for itself and to provide them with support and guidance
- Ensure that parents/carers are well informed about the academy curriculum, its targets, children's attainment and progress and their part in the process of improvement
- Enable the views of both parents/carers and children to be heard and considered as part of academy's strategic direction and development

- Ensure the smooth running of the phase by assisting with general organisational and administrative tasks
- Ensure consistency, where necessary, across all classes and year groups in their key phase
- Oversee the organisation of academy trips within the key phase, including any residential opportunities. To include the correct completion of relevant documents, following academy processes, and submission to EVOLVE for approval from SLT and/or Kent.

### **Leading and Managing Staff and Professional Development**

- Working with the SLT to lead, motivate, support, challenge and develop all staff within the phase to secure continual improvement including his/her own CPD
- To take responsibility for personal professional development and demonstrate recent and future commitment to this
- To take part, as appropriate, in the Academy's professional development programme and lead and promote this in their key phase
- To work with central LAT staff and staff from other LAT academies collaboratively as necessary
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence
- To engage actively and lead in the Performance Management Review process as directed
- Co-ordinate staff to ensure effective organisation of special events e.g. Harvest, year group productions, curriculum events, sports day etc
- Work collaboratively with with SLT and ELT to ensure all statutory assessments are planned for and delivered according to the current guidance
- In consultation with SLT, deploy people and resources efficiently and effectively within the phase to meet specific objectives in line with the academy's plan and financial context
- Lead phase meetings, keeping minutes of agreed actions

### **Professional Values and Practice**

- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct demonstrating high standards of personal integrity, loyalty, discretion and professionalism
- Publicly support all decisions of the ELT, SLT and Governing Body
- To work as a member of designated teams and contribute positively to effective working relationships and communication within the Academy
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere
- To contribute to the effective running of the Academy
- The ability to make informed decisions under pressure
- Promote staff wellbeing

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.