



# Churchend Primary Academy

## Job description for the Post of Key Stage One Phase Leader with Teaching and Learning Responsibility

**Post:** Key Stage One teacher with Teaching and Learning Responsibility

**Responsible to:** Headteacher

**Job purpose:** *In addition to the duties of a class teacher, to be responsible for Teaching and learning in KS One. Be responsible for raising the attainment and progress of children through high quality teaching and learning. Ensure teachers have a deep understanding of pedagogical theory and are putting it into practice in all lessons. Be responsible for on going curriculum review and sharing best practice.*

**Pay Grade:** Mainscale/UPS + TLR2 (£3017)

**Hours of work:** According to Post holder and as Outlined in the Teachers' Pay and Conditions Document.

Teaching and Learning:

In addition to the role of class teacher:

1. Evaluate pupils' progress, achievement and attainment, and report to the Senior Leadership Team.
2. To be responsible to the Head Teacher for co-ordinating the work of the Key Stage, supporting and advising as appropriate.
3. To monitor the quality of teaching and learning, in line with the Academy policy. This may include lesson observations, monitoring of planning and scrutiny of pupil's work.
4. To review long term planning to ensure coverage, progression and a range of learning experiences across the Key Stage.
5. Support teachers to implement pedagogical theory in everyday classroom practice.
6. Take some responsibility for the coordination of pastoral care of pupils in the Key Stage.
7. To monitor the standards of behaviour and achievement within their year group and across the Key Stage.

Recording and Assessment:

1. Update the Headteacher and Trustees on the effectiveness of provision for pupils across the Key Stage to include an annual development plan.
2. Have input in to the target setting process for raising achievement for pupils across the Key Stage and feedback to the Head Teacher.

3. Monitor progress across the Key Stage and ensure appropriate action plans are in place where issues are identified.
4. Monitor planning to ensure individual needs are being met.
5. Collect and interpret assessment data.

#### Leadership:

1. Establish good relationships, encourage good working practices and support and lead teachers in an area of the curriculum.
2. Plan, organise and chair relevant meetings and training when necessary.
3. Oversee aspects of the organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
4. Support and motivate support staff working within the area of responsibility.
5. Lead by example in all areas of the curriculum.
6. Liaise with teaching assistants and outside agencies.

#### Standards and Quality Assurance

1. Support the aims and ethos of the Academy.
2. Attend and participate in open/parent evenings.
3. Uphold the school's behaviour code and uniform regulations.
4. Participate in staff training.
5. Participate in Continuing Professional Development with particular reference to Key Stage issues.
6. Attend team and staff meetings.
7. Develop links with Trustees, MATs and neighbouring schools.

#### Other duties and responsibilities

1. Carry out any other reasonable duties as directed by the head teacher in conjunction with the leadership of the Key Stage or that of a class teacher.

Signed \_\_\_\_\_ (Teacher)

Signed \_\_\_\_\_ (Headteacher)

Date Issued: \_\_\_\_\_ Date for Review: \_\_\_\_\_