



GILDERSOME PRIMARY SCHOOL JOB DESCRIPTION

Job Description: Key Stage Phase Leader (TLR2a) with responsibility for a Phase
Responsible to: Head Teacher
Responsible for: Any member of their Key Stage Phase including teachers, TAs, HLTAs, students and voluntary helpers allocated to the team.

Core Requirements of the Post

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- Follow all safeguarding procedures, remain proactive and vigilant to ensure that children are safe and protected from harm
- Inspire trust and confidence in pupils, colleagues and parents.
- Build team commitment with colleagues and in the classroom.
- Engage and motivate pupils.
- Have the ability to exercise confidentiality
- Demonstrate wide, strategic thinking.
- Demonstrate analytical thinking.
- Improve the quality of pupils' learning.
- Contribute to the School Development Plan and promote the learning priorities of the school SDP.
- Contribute to the development and / or implementation of school policies.
- Use the performance management process to advance pupil learning and enhance professional development.
- Practice in line with the school's aspirations and priorities.
- Have lead responsibility for an aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Promote the wider aspirations and values of the school.

In addition to the requirements of a **class teacher and subject leader**, the TLR post holder will be accountable for the following areas:

Strategic direction and development of the School, in co-operation with, and under the direction of, the Head Teacher

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.
- Support the creation and implementation of the school strategic plan, especially as it relates to their team, and take responsibility for appropriately delegated aspects of it.
- Support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to their Key Stage Phase.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on school.
- Ensure that parents are well informed about the curriculum, targets, children's progress and attainment in their Key Stage Phase.
- Support the Head Teacher in developing links with parents of children in the school.

Teaching and Learning

- Support the Head Teacher in determining, organising and implementing the curriculum in their Key Stage Phase, and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;
- Be responsible for ensuring that improvements in personal and social behaviour, literacy and numeracy are priority targets for all pupils.
- Support the Head Teacher in establishing a learning environment that helps pupils develop learning skills in order to learn more effectively and become successful learners for life.
- Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Be responsible for the pastoral care of pupils in a class, promoting self-discipline and good behaviour at all times, in accordance with school policies.
- Take responsibility for the development and monitoring of the curriculum provision throughout their Phase, liaising appropriately with the Head Teacher, support staff and class teachers.
- Support the Head Teacher in the monitoring of the quality of teaching and children's achievements across their Key Stage Phase, including the analysis of performance data.
- Take responsibility for monitoring ongoing assessment in their Key Stage Phase, ensuring that statutory and school requirements are fulfilled.
- Collate assessment information, in conjunction with the Head Teacher, and monitor the school's performance in relation to local and national results and the school's own targets.

Leading and Managing Staff

- To support every member within the SLT to show a united leadership.
- Support the Head Teacher as part of the Senior Leadership Team in developing positive working relationships with and between all pupils and all staff; attending meetings and making decisions about the strategic direction of the school.
- To ensure that decisions are implemented and the whole school see that the SLT are giving the same messages.
- Lead staff in development activities and evaluate outcomes.
- Support the performance management process by acting as Team Leader within their Key Stage Phase and use the process to support staff in developing personal and professional effectiveness.
- Provide support to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school who are placed in their Key Stage Phase.
- Ensure that the Head Teacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs.
- Ensure consistent implementation of school behaviour and discipline policy throughout their Key Stage Phase.

Effective Deployment of Staff and Resources

- Support the Head Teacher in the deployment of staff in and support their Key Stage Phase staff in their duties
- Work with the Head Teacher in establishing priorities for expenditure within the Key Stage Phase, and in monitoring the effectiveness of spending and usage of resources.

Transition

- Monitor and maintain effective transition arrangements for pupils transferring between year groups at the School, with a particular emphasis on the transfer between Nursery and Reception, Reception and Year 1, Year 2 and Year 3 and Year 6 and Year 7.

General

- Take on specific tasks related to the day to day administration and organisation of the Key Stage Phase as requested by the Head Teacher.
- Take on any additional responsibilities within the phase which might from time to time be determined.
- Occasionally support lunchtime staff to ensure that policies and procedures are effective.
- Create and maintain positive and supportive relationships with staff, parents, and governors.
- Engage with appropriate training opportunities to promote professional effectiveness in this role.

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

This job description has been agreed between the following parties;

Postholder: _____ Date: _____

Head Teacher: _____ Date: _____