

JOB DESCRIPTION

Job Title: Primary Phase Leader (Y1 and Y2)
School: Moor Allerton Hall Primary School, Leeds
Pay Range: TLR2a
Responsible to: Head Teacher

Job purpose:

To lead and manage pupil development and educational progress, and to lead staff within Key S1

Principal accountabilities:

- Demonstrate exemplary classroom practice and be a role model to all staff within your phase including implementations of policy, CARE core values and behaviour expectations.
- Monitor standards of teaching (teachers and support staff), provide feedback, and identify and implement strategies for improvement where needs are identified.
- With Senior Leaders, implement performance management for your staff which develops their skills set and capability, holding your staff accountable to high expectations.
- Lead and manage pupil development and progression via excellent pupil progress systems, planning oversight (with subject specialists) and appropriate but ambitious target-setting.
- Provide the school's leadership (including Governors) with headline pupil performance information and data.
- Contribute to school self-evaluation and improvement planning, and plan and implement strategies where improvement needs are identified.
- Lead staff through Pupil Progress and Accountability meetings by:
 - Monitoring systems to assess and record pupil progress and achievement
 - Monitoring pupil standards and achievement against annual targets and track progress
 - Working with SENDCos to devise effective intervention strategies
- Support transition arrangements (pre/post Key Stage)
- Develop the role of support staff in promoting pupils' progress across Key Stage by:
 - Identifying CPD needs and developing opportunities within the phase (alongside DHT/HT)
 - Supporting the HT and DHT with thorough inductions, providing support and monitoring new staff and support staff, including those needing extra support (alongside DHT)
- Develop and role model excellent relationships with parents/carers and other stakeholders in school.

Knowledge and Skills:

- principles and practices of effective teaching and learning
- school improvement strategies and the process of school self-evaluation
- principles and practices of monitoring/assessment/evaluation
- principles and practices of pupil management
- influencing/coaching/communication skills
- working in/leading teams/partnerships to deliver improvements
- processes and systems for quality assurance
- principles and practices of effective leadership and management of change

The successful candidate will demonstrate the following personal qualities:

Self and social awareness / management

Emotional self-awareness
Accurate self-assessment
Self-confidence
Initiative
Optimism
Adaptability

Relationship management

Developing others
Inspirational leadership
Positive influence and catalyst for change
Conflict management
Team work and collaboration