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**JOB DESCRIPTION**

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| **School:** | Gaywood Primary School part of West Norfolk Academies Trust |
| **Job Title** | Phase Leader LKS2 or UKS2 |
| **Grade:** | MPS/UPS + TLR 2 |
| **Hours/weeks:** | Full Time  |
| **Responsible to:** | Deputy Headteacher and Headteacher |
| **Working With:** | Teaching and Support StaffPupils, Parents and External Agencies |

**Purpose of the Job**

In addition to fulfilling, the professional duties of a teacher as stated in the current School Teachers Pay and Conditions Document the Phase Leader will work in partnership with the Headteacher to create a culture of high achievement where all children receive a high quality education and there is continuous improvement in standards of achievement.

**Main Duties and Responsibilities**

* Be a member of the Senior Leadership Team
* Assist the Headteacher & Deputy Headteacher in leading and managing the school
* Improving and developing teaching and learning
* Develop the positive ethos and values of the school
* Lead and manage specific areas of school improvement and raising teaching standards through CPD, working closely with teachers and monitoring and assessment

**Achievement**

* To ensure all pupils make good progress from their starting points
* To close the achievement gap for any underperforming groups of pupils
* To ensure that all pupils aspire towards national age-related expectations and above

**Professional Duties**

**Shaping the future**

* In partnership with the Senior Leadership Team, establish and implement an ambitious vision and ethos for the future of the school
* Play a leading role in the school’s improvement and self-evaluation planning process
* In partnership with the Senior Leadership Team manage school resources
* Devise, implement and monitor action plans and other policy developments
* Lead by example to motivate and work with others
* In partnership with the Senior Leadership Team, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all views are valued and taken in to account

**Leading teaching and learning**

* Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
* Work with the Headteacher to raise standards through staff performance management
* Lead the development and delivery of training for teaching and support staff
* Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Work in partnership with the Senior Leadership Team in managing the schools through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
* With the Senior Leadership Team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
* Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
* Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
* Ensure through leading by example the active involvement of pupils and staff in their own learning

**Developing self and others**

* Support the development of collaborative approaches to learning within the school and beyond
* Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
* Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
* Work with the Senior Leadership Team to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
* Lead the annual appraisal process for identified support and teaching staff

**Managing the organisation**

* Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
* Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
* Working with the Senior Leadership Team, undertake key activities related to professional, personnel/HR issues
* Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
* Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
* Be a proactive and solution focused member of the executive senior leadership team
* Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Headteacher

**Securing accountability**

* Lead and support the staff and governing body in fulfilling their responsibilities with regard to school performance and standards
* Support the Senior Leadership Team in reporting the school’s performance to its community and partners
* Promote and protect the health and safety welfare of pupils and staff
* Take lead responsibility for promoting and safeguarding the welfare of children and young people within the school

**Strengthening community**

* Work with the Senior Leadership Team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
* Develop and maintain contact with all specialist support services as appropriate
* Promote the positive involvement of parents/carers in school life
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Strengthen partnership and community working
* Promote positive relationships and work with colleagues in other schools and external agencies

**General**

* To take an active part in all aspects of school life. To provide information and advice of the Senior Leadership Team as required and support accountability processes throughout the school.
* To take on specific tasks related to the day-to-day administration and organisation of the school as required.
* To take on any additional responsibilities which might, from time to time, be determined by the Headteacher.

**Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes, which set the required standard for conduct throughout a teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Honours Degree or equivalent | **🗸** |  | Appl/Ref |
| Qualified Teacher Status | **🗸** |  |
| Evidence of Continuing Professional Development | **🗸** |  |
| Registered/Started/Completed NPQML, NPQSL or NPQH |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Teaching Primary pupils (KS2) | **🗸** |  | Appl/Int/Ref |
| Leading a subject | **🗸** |  |
| Experience of coaching and mentoring | **🗸** |  |
| Teaching in more than one school |  | **🗸** |
| Leading a core subject |  | **🗸** |
| Leading staff development |  | **🗸** |
| Working with school parents’ groups and the wider community |  | **🗸** |

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| **Personal and Professional Skills** | **Essential** | **Desirable** | **How assessed** |
| Support the core values, aims and ethos of the school | **🗸** |  | Appl/Int/Ref |
| Take a role in school development | **🗸** |  |
| Demonstrate outstanding practice as a classroom practitioner | **🗸** |  |
| Carry out teaching duties in accordance with school schemes of work and the national curriculum | **🗸** |  |
| Communicate clearly and effectively with all those involved in the life of the school | **🗸** |  |
| Be flexible and supportive of staff | **🗸** |  |
| Contribute to staff development activities | **🗸** |  |
| Set a good example in terms of dress, punctuality, attendance and general professionalism  | **🗸** |  |
| Prioritise and manage time effectively | **🗸** |  |
| Positive attitude to work | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Motivate and inspire confidence in pupils, staff, parents, governors and the wider community to further develop and promote the school |  | **🗸** |
| Deal sensitively with people and resolve conflicts  |  | **🗸** |
| Communicate clearly and take into account, where appropriate, the views of others |  | **🗸** |
| Think creatively and imaginatively to solve problems and identify opportunities |  | **🗸** |
| Facilitate a collaborative approach to decision making |  | **🗸** |
| Delegate and monitor effectively |  | **🗸** |
| Lead whole school Acts of Collective Worship |  | **🗸** |
| Attend Governor’s meetings |  | **🗸** |
| Attend and participate in after school events and activities |  | **🗸** |

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| **Knowledge and Skills** | **Essential** | **Desirable** | **How assessed** |
| Current national education initiatives | **🗸** |  | Appl/Int/Ref |
| Strategies for inclusion and development of all children | **🗸** |  |
| A commitment to developing the whole child through an enriched curriculum in school and extra- curricular activities | **🗸** |  |
| Good knowledge and understanding of the National Curriculum | **🗸** |  |
| Knowledge of effective teaching and learning strategies to meet the needs of all pupils | **🗸** |  |
| Ability to maintain high standards of discipline and behaviour throughout the school | **🗸** |  |
| Good oral and written skills | **🗸** |  |
| Ability to investigate, solve problems and make decisions  | **🗸** |  |
| Self Evaluation |  | **🗸** |
| School Development Planning |  | **🗸** |
| Monitoring and reviewing the School Development Plan |  | **🗸** |
| The application of classroom observations and pupil conferencing to raise standards in teaching and learning |  | **🗸** |
| Outdoor learning |  | **🗸** |
| Working in partnership with parents and outside agencies |  | **🗸** |
| Child Protection and Safeguarding procedures and legislation |  | **🗸** |
| Staff development and performance management |  | **🗸** |
| Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements |  | **🗸** |

Appl = *Application form* Int = *Interview*  Ref = *Reference*