



Phase Leader (EYFS, KS1, Lower KS2, Upper KS2)

Job Description

TLR 1a

In addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teacher's pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher

Responsible to: Head Teacher/ Deputy Head (Teaching and Learning/ Pastoral)

Responsible for: leadership and management of provision within a designated phase of the school e.g. EYFS, KS1, Lower KS2, Upper KS2

Purpose

- To promote the vision, culture and ethos of the school as set by the Head Teacher, ensuring educational provision within their designated phase is delivered in a safe, inclusive and supportive setting that fosters the age and stage appropriate development of pupils.
- To provide leadership and management of their designated phase including taking responsibility for curriculum development and implementation, ensuring the delivery of high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.
- To contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

Key Responsibilities

Leading, developing and enhancing the teaching practice of others

- Provide an excellent role model for pupils and staff, by demonstrating classroom practice / pedagogy that sets a standard for other teachers to emulate.
- Lead staff in planning, teaching and evaluation of teaching to raise standards - both formally and informally.
- Provide guidance to staff in marking and assessment for learning, and standards expected.
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- To take a lead in inducting new members of staff within their phase and making sure they uphold expected values and teaching standards.
- To support colleagues to create a stimulating learning environment for learning.
- Lead a range of CPD opportunities when required.
- Contribute to the Performance Management process.

Management Responsibility:

- Lead and manage all staff within the nominated phase.
- To enable all teachers to achieve expertise in planning and teaching through example, support and by leading or providing high quality professional development opportunities.
- To develop and monitor opportunities for Year Group moderation of books and assessment outcomes.
- Lead phase meetings to ensure continuity in teaching and learning.
- Update teachers of changes to school policy when and where required.
- Lead on the organisation of materials for, and co-ordinate Assessment Tasks (Formative and Summative).
- Liaise closely with support staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
- Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents.
- Keep abreast of curriculum developments, support and monitor best practice across the school and ensure its dissemination.
- Coach and mentor staff through a programme of whole school, phase and individual professional development as needed.
- Monitor and evaluate the quality of teaching and learning and standards within the phase, using a variety of methods including tracking, data analysis, observing lessons, monitoring plans and bookwork, speaking to children about their learning.
- Use the above information to action required support – including setting targets for continuous improvement.
- Establish staff and resource needs and make appropriate recommendations to the Headteacher for expenditure.
- Co-ordinate and maintain existing phase resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Ensure relevant stakeholders are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and the progress against action plans.
- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
- Provide feedback to teachers and disseminate examples of good/excellent planning and teaching.

Curriculum Development responsibility:

- Provide effective leadership of the relevant curriculum area across the school.
- Provide professional guidance and support for all staff in developing high quality teaching and learning, along with effective use of resources, bringing about improvement in standards of attainment in the relevant subject for all pupils.

- Play a role in the School's strategic direction, assisting the Headteacher and Leadership Team in creating a vision, sense of purpose and pride in the teaching and learning of the relevant subject.
- Plan and adapt the content of the curriculum to ensure it reflects the circumstances of pupils at Grimsdyke School whilst remaining within national parameters.
- Ensure it is flexible and creative and promotes cross-curricular links with other areas of learning.
- Contribute to the School Self Evaluation and School Improvement Plan regarding developments in the curriculum.
- Work in collaboration with other subject leaders and with year group managers.

Other

- Ensure the implementation across their phase of school policies with regard to safeguarding and keeping children safe.
- Safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy.
- Undertake decision making and policy development within your Phase and in line with the School Development Plan.
- Lead team in ensuring effective communication with parents/carers, SLT, governors, school and wider community.
- Attend and contribute to SLT meetings.
- Promote good behaviour around the school and support colleagues in promoting good behaviour.
- To support staff in implementing and following the school behaviour policy through a clearly defined escalation process.
- Lead phase and whole school assemblies as and when required
- Support SLT with any forward planning for school events and activities in relation to whole school or across relevant Phase.
- Show a commitment to work outside directed time when required.
- Contribute to and provide evidence for the SEF and/or Monitoring and Evaluation Schedule.
- Contribute and lead on specific areas of the School Improvement Plan.
- Implement and develop key initiatives across the school as required.

Develop personally and professionally through

- Reflection on own practice and private study, keeping abreast of new initiatives.
- Participation in appropriate in-service programmes.

Please note - The above duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.