



St. Edmund's Catholic  
Primary School  
Upper School Phase Leader  
Job Description



Upper School Phase Leader

Name of Teacher:

Person To Whom Teacher is Directly Responsible: Headteacher

Class Teacher Job Description – Please See Separate Document

## Upper School Phase Leader Responsibilities

### Purpose

Working alongside the Headteacher and other senior leaders as part of the school's senior leadership team, with a focus on improving teaching and learning across Key Stage 2.

Teaching your own class for the equivalent of 4 days per week.

1. To lead the staff of the Phase team to ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils
2. To liaise effectively with senior colleagues to ensure consistency of approach in teaching and learning across the school
3. To promote the vision, culture and ethos of the school

### Key Responsibilities

To be an excellent role model at all times for pupils and staff ensuring that you guide and support them in all areas of school life, especially our Catholic ethos, and by leading, developing and enhancing the teaching practice of others by setting high standards and always maintaining a positive outlook.

To work collaboratively with the Lower School Phase Leader, the Headteacher and the SENCO to communicate effectively and:

- Work with other members of SLT to further develop the curriculum, using your knowledge of the Key Stage 2 curriculum and how it is covered at our school. To



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support the delivery of a broad and balanced curriculum for all children, including vulnerable children and those with additional needs.

- Support continuity of planning, assessment and target setting across Key Stage 2 and linking where appropriate with EYFS and KS1, resulting in high standards for all pupils.
- Ensure quality teaching and learning across the phase by monitoring lessons, undertaking regular scrutiny of children's work and teacher's planning, and evaluating assessment records.
- Work with other members of SLT to monitor data and identify areas for development for the phase.
- Lead on moderation across the key stage
- Organise and lead meetings with the Phase Team as appropriate.
- Attend Senior Leadership Team meetings as appropriate.
- Take a lead role in modelling the implementation of our school behaviour policy across the phase, including working with colleagues to develop and improve children's personal development.
- Be an exemplar to the Key Stage 2 team by leading, developing and enhancing the teaching practice of others and impacting on pupils' educational progress.
- Manage the deployment of teaching assistants across the phase to ensure that class teachers receive their PPA. Work with the SENCO to plan for interventions across the phase.
- Be supportive of the Catholic ethos of the school, our Core Values and Catholic Social Teaching.