

Job Description and Person Specification

Role	Phase Leader and Class Teacher
Grade and Range:	L1 – L5
Location:	Cotgrave Candleby Lane Primary School
Accountable to:	Head Teacher
Date last reviewed:	January 2023

Position Overview

To have the responsibility for teaching a class and leading a phase team.

To be part of the school leadership team and support in driving the school forward in line with the strategic vision

To undertake subject leadership of a given area

Main Duties

- To carry out the duties of a Class Teacher as set out in the Class Teacher Job Description.
- To establish good relationships, encourage good working practices and support and lead teachers in the Phase Group.
- To be responsible and accountable for securing the highest standards of pupil achievement across the phase group, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To use relevant assessment information to set targets for improvement across the phase.
- To enthuse, lead, develop and enhance the teaching practices of others across the phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of a phase, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To keep up to date records of any meetings/actions/outcomes from the meetings and share this with the SLT
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the specified phase.
- To keep up to date with current trends and research and to debate as appropriate.

- To liaise with members of the Governing Body enquiring about a particular subject/whole school initiative, to inform them of progression of the action plan, quality of teaching and learning and standards in the subject/key stage.
- To support in improving the quality of teaching and learning across the whole school.
- To review planning and teaching methods in order to meet the needs of all children including those with SEND
- To exemplify good practice in the classroom and provide demonstration lessons for staff/governors/parents as appropriate.
- To evaluate assessment data and discuss outcomes with the SLT
- To set targets for classes and the whole school in light of prior attainment.
- To carry out work scrutiny to ensure high standards and continuity across the school
- To liaise with other Phase Leaders to ensure progression and continuity across the school.
- To support, guide and advise staff in all aspects of their work.

General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc.
- Be aware of and support difference and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of the Head Teacher which could include assisting in other schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
Qualifications		
Qualified teacher status	AF	
Degree level qualification	AF	
Willingness to undertake CPD	AF	

Recent leadership professional development or evidence of further study		AF
Experience		
Experience of teaching in the primary phase	AF	
Experience of leading one or more curriculum areas and raising standards of teaching and learning at class level and also key stage or whole school level.	AF	
Proven ability of successfully leading staff teams	AF	
Experience of coaching / mentoring / supporting colleagues (staff or student teachers)	AF	
Experience of effective teamwork.	AF/I	
Experience of leading and supporting CPD	AF/I	
Has a clear understanding of the context of Candleby Lane	AF/I	
Behaviours		
Excellent communicator	I	
Professional and approachable	I	
Dedicated, enthusiastic, positive, approachable, resourceful and organised	I	
Committed to working hard and ambitious for themselves and others	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
Demonstrates creativity and imagination to anticipate and solve problems	I	
Demonstrates commitment, reliability and integrity	I	
Skills		
Evidence of an ability to teach outstanding lessons	I	
Ability to achieve above average progress with the pupils they teach	AF/I	
Capacity to assess pupils' performance accurately	AST	
Ability to engage parents in order to encourage their close involvement in the education of their children	I/AF	
Ability to lead children to be responsible for their own learning and behaviour	I	
Commitment to seeking pupil views and encouraging them to be active partners in the learning process	AF/I	
Ability to lead and work as part of a team, ability to enthuse and motivate others	AST/I	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	I	

Willingness and ability to run whole school training	I	
Attributes		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves	I	
Committed to own continuing professional development	AF/I	
Committed to putting children's education first	I	
Other		
Commitment to making links with the community and contributing to the wider life of the school	I	
Successful experience of leading extra-curricular activities with pupils	I	
Commitment to get stuck in with Partnership and Trust wide activities	I	