

Phase Leader

(Key Stage 2)

Job Description

Job title:	Class Teacher, Phase Leader and member of the Leadership Team
Salary scale:	TLR 2a
Responsible to:	Headteacher
Responsible for:	KS2 teaching team & effectiveness of provision
Line managed by:	Headteacher

This is a challenging and important post requiring a teacher of the highest calibre. The successful candidate must have the ability to support and work with the Headteacher and SLT in all aspects of school improvement with key responsibility **to develop and sustain effective practice throughout Key Stage 2**. This post includes a class-based teaching role in Years 3/4 or Years 5/6.

Main Duties and Responsibilities

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

To support, hold accountable, develop and lead the teaching team in order to secure high quality teaching, the effective use of resources and high standards of learning and achievement for all pupils in KS2.

To work in close collaboration with the Headteacher and Deputy Headteacher in whole school development:

- Actively support the vision, ethos and policies of the school and promote high levels of achievement throughout
- To take a leading role in raising standards, improving quality of teaching and staff development focused particularly on children in KS2
- In partnership with the Headteacher and Deputy Headteacher, monitor the quality of teaching and children's progress and attainment in KS2
- To support the Headteacher and Deputy Headteacher to manage the day to day organisation of the school
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- Report to Governors as appropriate.

General Duties and Responsibilities

- To be an active member of the school Leadership Team and to play a significant role in partnership with the Headteacher and Deputy Headteacher in reviewing whole-school policies and practice
- Act as "critical friend" and provide effective professional challenge and support to the Leadership Team
- To assume responsibility for particular aspects of the school's functioning

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- To play a full part in developing further equal opportunities in the school
- To promote a positive image of the school and the achievements of its pupils
- To share the responsibility with all staff for the safety and well-being of all
- To support the development of behaviour for learning, including the implementation of the school's behaviour policy.
- To maintain overall responsibility for the pastoral care of pupils in KS2.

Teaching and Learning

- Exemplify and share best practice across the school
- To model, coach and team teach alongside colleagues to develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline
- Model positive behaviour management and restorative approaches to managing conflict
- To monitor all aspects of the curriculum alongside the Headteacher and SLT.
- Work with other professionals (both internally and externally) to ensure the use of comparative data and pupils' prior attainment, to establish benchmarks and set targets for and direct rapid improvement
- Develop and implement action plans to inform and address areas for improvements
- To review planning across KS2 to ensure coverage, progression and a range of learning experiences
- To liaise with other Phase Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

Staff Management and Development

- Where appropriate, to lead INSET for teachers and support staff on a range of relevant issues relevant to teaching and learning
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To assist in the recruitment, selection, induction and development of staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To be involved in assessing the professional development needs of staff
- To be involved, with the SLT, in planning, implementing and evaluating a broad and balanced curriculum
- As a member of the Leadership Team, share whole school responsibility for the pastoral care of pupils and staff focused particularly on KS2
- Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
- Lead by example and encourage the practice of working as a strong team.
- Ensure that a professional demeanour and attitude is maintained by all staff in your team
- Mentor trainees, early career teachers and support the induction of new staff

Leadership Responsibilities

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards

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- To lead and co-ordinate assessment information across KS2 in order to ensure consistent and accurate judgements of pupil performance
- To present a coherent and accurate account of pupil and team performance in a form appropriate to a range of audiences, including Governors, the Trust, the local community, and OfSTED.
- To support the Headteacher and Deputy Headteacher in appraisal of staff
- To work in partnership with the Headteacher and Deputy Headteacher in developing appropriate management structures in the school
- To undertake phase and whole school assemblies as necessary
- To work in collaboration with the Governing Body on issues of school improvement particularly focused on KS2
- To play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community.
- Be a strong advocate for change and champion school improvement.

Administrative Responsibilities

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Ensure that you remain up to date on developments and issues with regard to the leadership and curriculum of the school
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the deputy and / or Head in their absence.

This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and Postholder.

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Person Specification

You should use this Person Specification as a guide for aspects to be covered in your application after reading the Job Description

Educational Qualifications

Candidates should have:

- Qualified Teacher Status E
- Appropriate leadership training. D

Experience

Candidates should have:

- A number of years of Primary School teaching experience, including demonstrable, highly effective performance particularly, in KS2 E
- Some experience teaching across the entire primary age range would be desirable but particularly from years 3-6. D
- Relevant experience of successful leadership at a whole school level D
- Had involvement in whole school development and evaluation D
- Taken a lead on curriculum or other teaching initiatives that have contributed to raising educational standards E
- Promoted, organised and led staff training and development within the specified area/s E
- Some experience in resource, budgetary and personnel management. D

Job Related Knowledge, Aptitude and Skills

Candidates should have:

- In-depth subject knowledge and experience of teaching to the requirements of the KS2 curriculum E
- Sound knowledge of current educational issues, developments and pedagogy E
- Secure understanding of the barriers to effective learning and strategies to both support and challenge E
- The ability to evaluate provision of the school and plan a strategy for its development D
- A clear understanding of school improvement issues D
- The ability to determine priorities and manage time effectively E
- Knowledge of and potential to build positive and effective programmes for staff development, in particular, developing coaching and mentoring D

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- The ability to establish effective working relationships with all members of the school community E
- Skills in resource and budgetary management D
- The ability to communicate effectively, both orally and in writing, with individuals and groups E
- An understanding of, and a commitment to, high quality, inclusive education E
- The ability to use appropriate technology to support teaching and management. E

Personal Qualities

Candidates should have:

- The potential for creative and innovative educational leadership E
- The capacity to project and sustain a positive attitude and approach E
- The capacity to be flexible in working practices E
- The ability to use initiative when problem solving E
- The ability to work independently and as part of a team E
- The ability to manage, organise and motivate staff with diplomacy, sensitivity and good humour E
- A commitment to personal and professional development E
- An enthusiasm and energy for teaching E
- A passion for supporting all children to achieve their potential. E

Equal Opportunities

Candidates should have:

- A commitment to equal opportunities policy and practice E
- The ability to demonstrate that they have actively fostered equal opportunities in their own work. E

Specification Criteria:

E – Essential

D – Desirable

Prospective candidates are strongly advised to make an appointment to visit our school and talk informally about the role advertised. This is an exciting and unique opportunity to help shape the future development of our school community alongside the successful candidate's own professional development.