



Job Description: Phase Leader

Job Title: Key Stage 1 or Lower Key Stage 2 Phase Leader and Subject Lead
School: Dartford Bridge
Responsible to: Headteacher

Main purpose:

The KS1/ Lower KS2 Leader will be responsible for providing leadership and management of the school's curriculum, delivering 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.

As a Phase Leader they will contribute to whole school self-evaluation and school improvement planning and be responsible for mentoring and developing staff within their phase. They will offer guidance and support to staff within their phase, modelling best practices and showing up-to-date knowledge of current theory and practice.

The Phase Leader will be expected to fulfil the responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document, including planning and teaching lessons, assessing pupils progress, and managing behaviour effectively.

It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post requires you to teach pupils in the age range 4-11. It is your responsibility to promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

These duties are expected to be exercised and completed in accordance with school policy:

Class Teacher

- Provide a stimulating environment that promotes enquiry, activity and sustained work.
- Provide a calm atmosphere where children feel secure and have positive attitudes to learning.
- Promote a high standard of behaviour from the children within the class and across the school to ensure a safe learning environment.
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work, adapting teaching to respond to the strengths and needs of the pupils.
- Promote good progress and outcomes by pupils.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Demonstrate good subject and curriculum knowledge.
- Make a positive contribution to the wider life and ethos of the school.
- Form positive relationships with parents and pupils.
- Participate in professional discussion with an awareness of current educational issues.
- Contribute to good staff relationships - teachers, support staff and governors.

- Adhere to the school's equal opportunities policy in all aspects of day to day duties relating to staff, pupils members of the public and other agencies.
- Participate actively in professional development opportunities.
- To follow the school's safeguarding procedures and promote and safeguard the welfare of children and young persons that you are either responsible for or come into contact with.

Phase Leader

- To promote a positive and professional leadership role.
- To work with the Head Teacher and members of the SLT to ensure that all areas of the curriculum are in line with the school and the National Curriculum for their allocated phase and that all children have access to a broad and balanced curriculum.
- Ensure continuity, progression and high standards in all areas of their allocated phase.
- To keep fully up to date with national, local and school requirements for the teaching of their allocated phase and attend relevant training.
- To ensure a smooth transition between associated phases.
- To lead meetings with teaching and non-teaching staff to ensure all subjects are being taught in line with their allocated phases programmes of learning.
- To offer support and guidance to staff on matters related to their allocated phase.
- To promote positive behaviour across their allocated phase including providing support at lunchtimes if required.
- To work with Subject Leaders, as necessary, to develop specific areas of their allocated phase.
- To know attainment and achievement of all pupils within their allocated phase.
- Liaise with other relevant phase and senior leaders with regard to curriculum continuity between their phases and other phases, including reporting any staff concerns.
- To work with the SLT to ensure the accurate collection of pupil data within specific timescales including testing, teacher assessment and individual pupil profiling.
- To use the school's procedures for pupil assessment.
- To share analysis data with their allocated phase.
- As part of the Leadership Team, use data to identify trends in pupil performance e.g. gender, ethnicity etc.
- Lead staff consultation groups and staff meetings to report on progress within their allocated phase.
- Report the outcome of all meetings and consultations to the Head and SLT.
- To report to the Governing Body as required.
- Contribute actively to leading school improvement.
- To develop staff within their allocated phase through coaching and mentoring.
- To have responsibility for looking after the school in the absence of the Headteacher, Deputy and Assistant Headteacher.
- To support Phase colleagues in working in partnership with parents.
- To support Phase colleagues in effective behaviour management strategies.

Curriculum Subject Leader (to be agreed)

- Lead the development and monitoring of specific Areas of Learning.

- Developing familiarity and expertise in the subjects within the Area of Learning.
- In partnership produce a subject leader action plan.
- Updating and revising policies and plans.
- Monitoring learning and teaching within the specified Area of Learning.
- Monitoring planning of the Area of Learning within other subject areas.
- Undertaking work scrutiny of pupil's learning within the Area of Learning and keeping samples of work reflecting achievement at different levels and showing a range of achievement
- Moderating and analysing the standards of pupils work within the Area of Learning.
- Liaising with the Phase Leaders to ensure that all elements within the Area of Learning are being taught to a high standard.
- Taking an active role in school improvement
- Attending training as necessary and advising how recommendations may be put in place at this school
- Maintaining resources in good order and producing a plan for future spending and making purchases

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher This job description does not form part of the contract of employment. It describes the way the Phase Leader is expected and required to perform and complete the particular duties set out above.

Signed

Date



Person Specification: Phase Leader

Attributes	Essential	Desirable	Identified
Qualifications	<ul style="list-style-type: none"> Qualified teacher status Enhanced DBS Check 	<ul style="list-style-type: none"> Evidence of further Professional Development and training DSL training 	Application Form Enhanced DBS
Teaching Experience	<ul style="list-style-type: none"> Enthusiastic and excellent practitioner At least 3 years teaching experience, ideally across different year groups. Evidence of implementing teaching and learning strategies to improve quality and pupil attainment. Experience of leading a curriculum area, including providing staff CPD and evidence of driving improvements. 	<ul style="list-style-type: none"> Experience of leading a year group / phase 	Application Form References (if shortlisted) Observation Interview selection process (if shortlisted)
Knowledge	<ul style="list-style-type: none"> A clear understanding of effective, high quality teaching, learning and assessment Knowledge of the social, pastoral and learning needs of primary school children Knowledge of the Curriculum and implications for teaching and learning within EYFS/KS1/KS2 Inclusive teaching strategies Awareness of strategies for raising pupils' achievement and managing behaviour Experience and understanding of the principles of good leadership and management High quality safeguarding 	<ul style="list-style-type: none"> Current research and attitudes with regards to Teaching and Learning. 	Application Form Letter References (if shortlisted) Interview selection process (if shortlisted)
Skills/Abilities	<ul style="list-style-type: none"> Support and develop the personal, spiritual and moral welfare of the children Excellent ICT Skills and use of new technologies Communicate effectively (both orally and in writing) to a variety of audiences Create a happy, challenging and effective learning environment that is inclusive and engaging. Enthuse and motivate others; leading by example 	<ul style="list-style-type: none"> Any area of expertise or interest within core curriculum Analysis of data to set targets and inform improvement planning for the phase 	Letter Observation References (if shortlisted) Interview selection process (if shortlisted)

	<ul style="list-style-type: none"> • Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate). • Working with parents in a supportive manner 		
Personal Qualities	<ul style="list-style-type: none"> • Positive and proactive attitude • Cheerful, enthusiastic and energetic • Reliable, approachable • Sense of justice and fairness • High standard of personal presentation • Hard-working and a good team player • Sense of humour • Able to establish and develop good relationships with all stakeholders in the community • Able to communicate effectively to a wide range of different audiences 		References (if shortlisted) Observation Interview selection process (if shortlisted)