



Job Description for Key Stage 1 Phase Leader

Main Purpose:

The post holder should play a major role under the overall direction of the Headteacher, Deputy and Assistant Headteacher in:

- Formulating the aims and objectives of the school.
- Establishing the policies through which they should be achieved.
- Managing staff and resources.
- Monitoring progress towards achievement.

The Phase Leader will have responsibilities in the areas of leadership, curriculum development, assessment, liaison and pastoral duties.

PERSONAL SPECIFICATION

Experience:

- An excellent KS1 classroom practitioner.
- Experience of leading a subject area.
- Experience of leading successful whole school initiatives (eg phonics).
- Excellent knowledge and understanding of the teaching of phonics and reading

Qualifications & Training:

- QTS
- Evidence of continuing professional development towards a middle leader role.

Practical Skills:

- Excellent classroom teacher.
- Excellent interpersonal skills.
- Excellent people management skills.
- Excellent level of ICT literacy.
- Clear ability to think creatively and imaginatively.
- Understanding of teaching strategies and teaching styles.

Personal Qualities & attributes:

- Ability to work both autonomously and as a member of a team.
- Ability to forge effective professional relationships and establish positive partnerships with parents, carers and the all other members of the SLT.
- Empathetic and approachable manner.
- Highly motivated.
- Operate confidentially within the SLT team with regards to operational and strategic matters.
- To lead by example operating in a professional manner at all times (so being a role model to all other staff).

Main Activities:

Leadership:

- Be a member of the Senior Management Team.
- Play a major role in formulating, implementing, monitoring and reviewing the school improvement plan.
- Line manage teachers and TA's within the phase.
- Implement and support the appraisal process as a reviewer.
- Play a major role in the smooth transition between phases.
- Responsibility for the well-being and learning of all pupils within the phase.



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Curriculum:

- Lead, develop and enhance the teaching of others in the phase.
- Through monitoring the quality of teaching and learning and sharing judgments with teachers and support staff as appropriate.
- Create opportunities for the development of independent learning within the phase.
- Create opportunities for creativity to flourish across the curriculum within the phase.
- Support the continued development of reading within KS1 and into Lower KS2.

Assessment:

- Closely monitor the progress of the phase ensuring that progress is made.
- Ensure that the target setting process is robust and is linked to standards and individual achievement.
- Use data and children's work to monitor progress and implement changes where necessary.

Liaison:

- Liaise with other phase leaders to ensure effective transition for pupils from one year to another.
- Work with other phase leaders to ensure effective communication across the school.
- To promote the image of the school within the local community.

General:

- Provide support to the Headteacher, Deputy and Assistant Headteacher in the management of all aspects of the day to day running of the school, ensuring that the aims, policies and values are upheld.
- Be mindful of Health and Safety regulations.

Pastoral:

- Uphold and support the Christian ethos of St. John's and model and develop our Christian values and vision.
- Actively encourage and support all staff, providing advice, praise and assistance to maintain the school as a centre of excellence.
- Foster and develop good relationships within school and between parents and Governors.
- Foster and develop an atmosphere of trust and care within school in order to generate a healthy team approach and a climate of security.

Safeguarding:

- Understand the safeguarding policy and procedures.
- Ensuring that the Safeguarding procedures are followed by all staff.
- Ensure that all new staff go through appropriate induction process which highlights the safeguarding procedures.

The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a CRB Disclosure check.