
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Phase and Subject Leader
Salary Grade: Main Scale / Upper Pay Scale + TLR 2b
Accountable to: Head Teacher

Post Objectives

The provision of professional and supportive leadership and management of the teaching and learning of one of four phase teaching teams (EYFS, KS1, upper KS2 and lower KS2) and one whole-school key priority area: enabling the provision of consistently high standards, ensuring all pupils become motivated, inspired and happy learners.

To carry out the professional duties of a class teacher, and have responsibility for an assigned class.

Other Considerations

The appointment is subject to the current conditions of employment for Main and Upper Pay Scales contained in the current School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, and the required standards for Qualified Teacher Status and other current legislation.

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Leadership responsibilities

Management responsibilities under the overall direction of the Head teacher:

- 1) To lead and manage a phase team (EYFS, KS1, IKS2, uKS2) ensuring there is high quality and consistent planning, creative and inspirational teaching and appropriate staff review and reflection on practice.
- 2) To lead across the whole school on an assigned key priority area, ensuring that effective initiatives and best practice are embedded across all Key Stages.

- 3) To establish a system for continuous development of Teaching and Learning, through a planned programme of monitoring activities, ensuring clear guidance and targets for improvement are provided.
- 4) To attend regular SMT meetings to report on their phase and key priority area, discuss and review the quality of teaching and learning, standards and team practice, and ensure the effective implementation of agreed actions and decisions.
- 5) To review and analyse assessment data for the phase and key priority area as appropriate: setting targets, planning strategies and interventions to ensure all children are appropriately challenged and achieving appropriate levels in line with national expectation or above.
- 6) To report termly to Head Teacher and Governing Body on their phase and key priority area, including the quality and standards achieved, special projects/events and key targets for development.
- 7) To manage the day-to-day issues of staff and parents of pupils within the phase, liaising with other phase leader colleagues, ensuring issues are resolved quickly and effectively.
- 8) To implement an exciting and effective programme of enrichment for the phase, linked to the curriculum, in line with the Arboretum Promise. Where appropriate, implement enrichment opportunities related to the key priority area.
- 9) To research developments proactively in order to enhance the teaching within the phase, and to inform the development of the key priority area.
- 10) Set up key initiatives and strategies which will lead to raised standards, inspirational and creative teaching and learning, and motivated staff.

Teaching

- 11) To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and to consistently demonstrate and model outstanding teaching and pupil progress.
- 12) Establish a purposeful and safe learning environment that complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- 13) Make use of the local arrangements concerning the safeguarding of children.
- 14) To manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- 15) Critically evaluate own teaching to improve effectiveness and develop/promote excellent classroom practice.

Health, Safety and discipline

- 16) Promote the safety and well-being of pupils and staff
- 17) Ensure good order and discipline amongst pupils and staff

Management of staff and resources

- 18) Responsible for the day-to-day line management and, (where delegated by the Head Teacher) participation in the performance management of delegated staff, ensuring they are empowered and developed to provide a broad, balanced, exciting and high quality curriculum for all children.
- 19) To audit resources across their phase, and order any necessary equipment and resources as identified, within a given budget.
- 20) To deliver high quality staff training and development programmes in order to meet individual phase as well as whole school needs.
- 21) To participate, where required, in the recruitment and development of teaching and non-teaching staff of the school.
- 22) To undertake any professional duties as reasonably delegated by the Head Teacher, ensuring all day-to-day systems and staff as appropriate, are effectively maintained.

Professional development

- 23) Participate in arrangements for the review of performance, training and professional development for self and team members.

Communication

- 24) Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being;
- 25) To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 26) Communicate and disseminate information to staff as required via the use of appropriate INSET training, promoting staff development and improving classroom practice.
- 27) Have a commitment to collaborative and co-operative working with colleagues and other relevant professionals within and beyond the school, including relevant external agencies and bodies.
- 28) Facilitate parental involvement and promote liaison with other schools where necessary.
- 29) To undertake any duties consistent with the post assigned by the Head Teacher.
- 30) Comply with all school policies and procedures including child protection, health safety and security, confidentiality and data protection.

This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above.

Postholder's name

Signature **Date**