



Post: Phase leader (Years 1- 3)

Salary MPS/UPS + TLR 2a

Responsible to: Primary Lead - School Improvement Team

Job Purpose:

To lead and manage the teaching, learning and organisation in Years 1 to 3. The post holder will have a class in an identified academy (Blackgates Primary in the first instance).

Main responsibilities

- Act as Phase Leader for Years 1-3 at an identified Academy within the Trust
- Provide first quality teaching in Years 1-3 at an identified Academy within the Trust
- Liaise with the Primary Lead for the Trust
- Monitor and analyse data to evaluate progress for individual pupils and groups
- Undertake and deliver professional development both within an identified Academy and across the Trust
- Support the setting of appropriately challenging Performance Management targets for colleagues of varying experience within the phase team
- Undertake and deliver professional development both within an identified Academy and across the Trust including contributing to ITT programme

As part of these responsibilities at the identified school:

- Contribute to the SLT, representing the phase and play a key role in the strategic direction of the whole school.
- Work with parents, partners and governors to drive forward school improvement
- Day to day organisation and timetabling of the classes and management of teaching and learning, including support and induction of cover staff, (both teaching and non-teaching.)
- Ensure a stimulating learning environment, reflecting the happy and caring ethos of the school
- Lead the administration and implementation of statutory testing/assessment programmes.
- Liaison with the SENDCo and others to consider necessity, efficacy and impact of interventions.
- Support the induction of new staff
- Complete appropriate lesson observations, work scrutiny and learning walks to monitor and refine the teaching, learning and assessment procedures
- Support the induction of new children and the transition/transfer of children to the receiving phase

- Coordinate and lead school events such as phase and school assemblies, concerts, sports, presentations and educational visits
- Lead by professional example through visible commitment and reflective practice
- Undertake further leadership and management responsibilities as reasonably requested by the Principal, Deputy Principal or Vice Principal.

General:

- Attend and participate in staff meetings, training and briefings as appropriate.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Contribute to the overall ethos, work and aims of the school.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Whilst the role will be initially based at Blackgates Primary, this role may be required to work across a number of sites in future.

Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. It will be subject to review through annual Performance Management.

March 2018