

Whittings Hill Primary School	Phase Leader (KS1/ LKS2/ UKS2) Job Description	Grade: TLR2c
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Job purpose: To provide day-to-day leadership and management of teachers and support staff in a phase of the school, i.e. KS1, Y3/4 or Y5/6 To play a leading role in ensuring good pupil behaviour To coordinate and lead development of the curriculum in the phase.	Responsible to: Head Teacher Deputy Head teacher	Responsible for Teachers in the team Whole school Curriculum development for either Maths, English Reading or English Writing	Liaises with Teachers in the phase SENDCO Intervention Teachers/TA's Curriculum Team leaders Pastoral team TA's
Responsibilities		Typical duties	
Leadership and management Lead, manage and promote high quality teaching and learning across the phase. Lead a team of staff, managing human and other resources effectively to maximize learning, ensure equality and promote excellence.		<ul style="list-style-type: none"> • Attend SMT meetings as appropriate • Liaise with HT/AHT to ensure effective deployment of staffing resources, particularly when managing absence • Mentoring of new staff/ coaching existing staff • Management of volunteers • Contribute to the performance management of staff in the team • Provide a channel for communication to and from the SMT for all staff in the team • Contribute to the school's self-evaluation and identification of school improvement priorities • Lead the team in meeting School Improvement Plan objectives • Play a leading role in the monitoring and management of high standards of behaviour in the phase. • Take responsibility for the organisation, safety and appearance of communal areas in the phase area 	

	<ul style="list-style-type: none"> • Monitor the effectiveness of timetables and suggest action as needed
Curriculum development	<ul style="list-style-type: none"> • Work with others to ensure full National Curriculum coverage over a key stage • Lead in the development of a rich and engaging curriculum, including school visits, visitors and the development of online resources • Lead joint planning meetings as needed/appropriate • Monitor curriculum delivery and provide feedback to curriculum teams, SMT or governors as requested
Phase specific responsibilities Lead and manage staff members in the phase Be a clear line of communication between phase staff and the leadership team. Support the vision, ethos and policies of the school	<ul style="list-style-type: none"> • Monitor lesson planning, assessment and pupils work to ensure standards are met and progress is being made. • Display exemplary classroom practice which meets the aims of and objectives of the school and secures high standards of learning and behaviour. • Identify need for support and organise and deploy the relevant support. • Monitor the quality of teaching and learning across the phase, utilising methods such as lesson observation, book scrutiny and pupil voice. • Monitor and evaluate the impact of teaching and learning across the phase and plan and identify areas for improvement. • Assess and report on the schools performance in relation to local, national and school own targets and results. • Adopt a positive attitude that motivates and inspires other members of staff, helping to enable staff to carry out their roles to the highest standards. • Undertake performance reviews of phase staff in conjunction with the leadership team. • Lead phase meetings
Subject specific responsibilities Plan, implement and review the subject within the framework of the	<ul style="list-style-type: none"> • Implement appropriate and effective systems for monitoring and moderation, and evaluate the quality of teaching and learning for the subject across the school.

National curriculum and the whole school's approach to the curriculum	<ul style="list-style-type: none"> • Conduct regular and thorough internal and external assessment, ensuring that records of these are kept and used to inform teaching and learning. • Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy • Analyse assessment data • Act as an excellent role model for pupils and staff and positively promote the subject • Manage resources within an agreed budget
<p>Other</p> <p>Undertake tasks related to the day-to-day administration and organisation of the phase, as requested by the Headteacher</p> <p>Undertake any additional tasks and responsibilities relating to the phase</p> <p>Show commitment to work outside directed time when required including being involved in extracurricular and fundraising activities</p> <p>Establish and maintain positive relationships with other staff, parents, governors and other relevant members of the school community</p> <p>Undertake appropriate training</p> <p>Fully support, and act in accordance with, the vision, ethos and policies of the school</p>	

GENERAL BEHAVIOURS
<ul style="list-style-type: none"> • Build a strong relationship with the Head, SMT, teachers, Governing Body, support staff, parents and pupils • Work as part of the wider school team, offering support where appropriate • Demonstrate the qualities of a model teaching professional • Attend leadership and staff meetings, Governing Body meetings, fund raising and school events as appropriate • Maintain a strict code of professionalism and confidentiality within and outside of school

