



Kilburn Grange School

Job Description:	Phase Leader
Accountable to:	Headteacher
Salary range:	Upper Pay Scale

This appointment is subject to the current conditions of employment of teachers contained in the school Teacher's Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current legislation including the Teacher Standards and the school's articles of government.

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description may be amended at any time following the discussion between the Headteacher / Team Leader and member of staff, and will be reviewed annually in response to the changing needs of the school.

Responsibilities:

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the leadership of their area of responsibility.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.

Core Aims:

- To be a leader of learning who has high expectations of every child.
- Be able to provide a carefully structured curriculum and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development.



- To encourage pupils to participate in an extensive range of sporting, cultural and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.

Duties:

- To line management of class teachers within the phase.
- To assess the on-going needs of all pupils within your class or set and teaching the children according to their educational needs in order to ensure outstanding rates of progress and attainment.
- To assess, record and evaluate the development and progress of all children in accordance with arrangements agreed.
- To create a well-ordered, imaginative and secure environment which will ensure the educational wellbeing of individual children within the group.
- To devise and a curriculum which is rich, broad and balanced and takes into account the needs of every child.
- To maintain discipline in accordance with the rules and disciplinary system's of the school.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- To incorporate differentiation into all aspects of the delivery of the curriculum.
- To use ICT, innovation and emerging technology to promote the effective delivery of the curriculum.
- To develop and maintain the positive partnership with parents which actively involves them in the classroom and in their child's learning journey.
- To lead, take and active role and participate in in training sessions, including in meetings, discussions and management systems necessary to coordinate the work of the school as a whole.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching effectively. When required, take a leading role in an area of school development.
- To contribute towards the development, establishment and implementation of whole school policies and procedures.
- To contribute towards the school development plan and school evaluation form.
- To contribute and cooperate with other professional agencies as appropriate to the needs of the children.
- To monitor and assess own performance and that of others.
- To take a proactive approach to professional development undertaking professional development in order to continually develop as a teacher.
- Undertaking other duties which may be reasonably assigned by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.



Person Specification: Phase Leader

Accountable to: Headteacher

Salary range: Upper Pay Scale

	Essential	Desirable
Experience of:		
Excellent teaching of Key Stage 1 / Key Stage 2 pupils	✓	
Innovative use of technology within the classroom including iPads	✓	
Line management / performance management		✓
Contribution to the SDP / SEF		✓
Qualifications / Training:		
A Level passes in two subjects	✓	
GCSE subject passes in English, mathematics and one science subject	✓	
Honours degree from a recognised University	✓	
Qualified Teacher Status	✓	
Training in teaching phonics	✓	
Practical Skills and Competencies The Class teacher should have knowledge and /or experience of:		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) in Key Stage 2	✓	
The monitoring, assessment, recording and reporting of pupils' progress within the revised Key Stage 2 arrangements, including knowledge of the changes in the National Curriculum 2014	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection	✓	



The positive links necessary within school and with all its stakeholders	✓	
Effective teaching learning and assessment strategies when educating Key Stage 2 pupils.	✓	
Promoting innovative and creative teaching methodologies including technology	✓	
Evidence of good or outstanding teaching (recent lesson observations to be produced at interview)	✓	
Personal Skills and Attributes Ability to:		
Promote the school's aims positively	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient in coping with the day-to-day pressures of school life	✓	
Develop good personal relationships within a school team	✓	
Establish and develop positive working relationships with parents, governors and community groups	✓	
Create an engaging and stimulating learning environment	✓	
Be flexible in response to the changing demands of a growing Free School	✓	
Work collaboratively as a team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	

This role falls within the category of regulated activity; therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.