



# JOB DESCRIPTION

## Class Teacher & Phase Leader

### MPS/UPS with TLR 2b

Additional Responsibility: *Leadership of Junior/Infant phase*

Reporting to: *Head Teacher*

MAIN PURPOSE OF THE JOB
To participate in the leadership of the school as part of the leadership team. Co-ordinate planning, teaching and learning within the phase of the school for which you are responsible, and to liaise with other phase leaders where necessary. Ensure continuity and progression throughout the curriculum. Ensure clear communication between the school's leadership and the staff working within your phase.
PUPIL PROGRESS
<ul style="list-style-type: none"> <li>• Perform the duties of a Class Teacher to a standard that is an excellent role model to your colleagues (See Class Teacher Job Description, commensurate with pay scale);</li> <li>• Evaluate pupils' progress, achievement and attainment, across the school;</li> <li>• Liaise with colleagues in relation to the needs of specific children or groups of children;</li> <li>• Monitor attainment levels in your phase and identify key trends;</li> <li>• Monitor the standards of behaviour across your phase;</li> <li>• Monitor and evaluate interventions for focus pupils within your phase;</li> <li>• Support the moral, social, emotional well-being of pupils within the phase;</li> <li>• Analyse data and highlight areas of concern for children in your phase;</li> <li>• Work with the EMA Leader and AEN Leader to ensure the progression and attainment of all pupils across your phase;</li> </ul>
SUPPORTING QUALITY OF TEACHING
<ul style="list-style-type: none"> <li>• Establish professional relationships, encourage good working practices, supporting and leading teachers in the phase;</li> <li>• Acting as mentor and support to class teachers;</li> <li>• Offer support and guidance to teachers in your phase on the tracking of pupil attainment;</li> <li>• Offer support and guidance to teachers in your phase on the quality of their teaching;</li> <li>• Lead by example in all areas of the curriculum, establishing exemplar practice in teaching and your own professional conduct;</li> <li>• Support teachers in your phase with their planning and classroom practice, offering support and guidance where necessary;</li> <li>• Provide opportunities for demonstration teaching, team teaching and direct in class support;</li> <li>• Act as the mentor to students or to Newly Qualified Teachers in your phase where necessary;</li> <li>• Liaise closely with the other phase leader to ensure continuity and progression across the key stages;</li> <li>• Oversee the induction process of new members of staff within the phase;</li> <li>• Take responsibility for the support of supply teachers in your phase;</li> </ul>
LEADERSHIP ROLE
<ul style="list-style-type: none"> <li>• Evaluate pupils' progress, achievement and attainment across your phase;</li> <li>• Liaise with Data Manager and Head Teacher to ensure a sound understanding of attainments levels and trends of attainment in your phase</li> <li>• Ensure the consistent implementation of all school policies;</li> <li>• Consistently follow agreed school procedure to ensure the education and welfare of all pupils;</li> <li>• Take some responsibility for the pastoral care of pupils in the phase, including involvement in lunchtime duties, late duties, when necessary;</li> <li>• To support the class teachers and act as the first leadership step in parental communication;</li> <li>• Coordinate assemblies, playground duties and cover where necessary;</li> <li>• Coordinate and oversee the organisation of extra-curricular activities within the phase;</li> <li>• Oversee all aspects of the phase organisation and management, including preparing agendas and chairing</li> </ul>

<p>meetings, in order to ensure that school policies and practices are being delivered;</p> <ul style="list-style-type: none"> <li>• Oversee the organisation of SATs within your phase;</li> <li>• Liaise confidentially with the Head Teacher on issues of concern regarding staff performance</li> <li>• Attend regular leadership meetings;</li> <li>• Ensure a good working knowledge of the standards within your phase;</li> <li>• Liaise with curriculum leaders to ensure appropriate resources and support are available for the phase;</li> <li>• Liaise with curriculum leaders in the monitoring of standards;</li> <li>• To manage the budget area for your phase;</li> <li>• Think strategically to anticipate problems and offer solutions;</li> <li>• To promote and encourage partnership within the school's wider community</li> </ul>
<b>CORE CURRICULAR LEADERSHIP</b>
<ul style="list-style-type: none"> <li>• To lead a core curricular subject (English/Maths/STEM) across the school</li> <li>• Lead on developments in the subject, supporting and empowering colleagues to improve their teaching</li> <li>• Alongside the assessment leader track progress of pupils in your subject</li> <li>• Lead INSET, training and development</li> <li>• Attend Local Network meetings and build links with other core leaders</li> </ul>
<b>SUPPORT FOR THE WHOLE SCHOOL</b>
<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;</li> <li>• Contribute to the overall ethos/work/aims of the school;</li> <li>• Appreciate and support the role of other professionals;</li> <li>• Attend and participate in relevant meetings as required;</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime;</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;</li> </ul>

### **Arrangements for appraisal of performance:**

There is an annual performance management cycle carried out by the Head Teacher which seeks to acknowledge success, resolve problems and identify training/development needs. In accordance with the Teacher's Pay and Conditions 2004 23.2 pg. 56 Management points will be reviewed on an annual basis (See Teacher's Performance Management Policy)