

Willingham Primary School



Job Description and Person Specification

Phase Leader



Job details

Job title: Phase Leader

Salary: Teachers Pay Range + TLR 2.2

Contract type: Full-time

Reporting to: Deputy Headteacher

Responsible for: Class Teachers in applicable phase

Main purpose

To ensure that all pupils have the knowledge, experiences and self-confidence to excel at secondary school and make choices now and in the future to live a happy and fulfilling life.

The role of the Phase Leader is to work in close liaison with the Deputy Headteacher, the other members of the SMT and all staff to ensure the educational experiences and outcomes are of the highest possible quality for all children.

The Phase Leaders will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and the WPS Class Teacher Job Description.

Main Duties

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same.
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

Leadership and strategy

- Always ensure full loyalty to the overall management of the school.
- Contribute to the strategic direction of the school.
- Attend weekly Senior Management Team (SMT) meetings.
- Carry out School Self-Evaluation (SSE) in-line with the school timetables.
- Oversee the transition arrangements for the pupils at the start end of the year and Key Stage.
- Inspire and lead all staff by demonstrating excellent practice in all areas of school life.
- Understand and use available data to inform the future direction of the school.
- Undertake lunchtime responsibilities on an agreed rota basis.
- Support the teaching team, so that it functions as an effective unit.
- Organise and lead team meetings.
- Discuss and organise rotas and timetables with members of the team.
- Act as the first point of contact for the staff in the team, supporting their day-to-day work and any concerns regarding pupils' work and/or behaviour and parental communication.
- Agree on and monitor the purpose of all trips and visits within the team.



- Contribute to the ongoing review of the school's Raising Achievement Plan (RAP), including monitoring and developmental activities identified.
- Maintain minutes of all decisions and agreed actions.
- Encourage and support teachers with home-school liaison and provide a 'next point of contact' for parents, if issues need to be addressed beyond the class teacher.
- Liaise effectively with the SENDCo to support effective provision for vulnerable pupils.

Human resources

- Lead the Team in the Appraisal cycle, including setting objectives; reviewing progress towards objectives; carrying out relevant monitoring activities (including Lesson Observations); supporting teachers where appropriate; and making a recommendation regarding salary progression to the Headteacher.
- Ensure effective liaison between year group teachers and supply teachers, and being a point of contact for them.

Teaching and learning.

- Undertake Senior Leadership of Curricular subjects.
- Support Subject Leaders in ensuring compliance and effectiveness of long and medium-term plans in accordance with agreed guidelines.
- Alongside Subject Leaders, oversee the quality of planning in Maths and English and give feedback on the quality of content, coverage and breadth.
- Monitor teaching, planning and pupils' Maths and English work in line with the agreed termly workplan, including remote learning provision.
- Alongside the Deputy Headteacher, take responsibility for overseeing the process of statutory assessment (Phonics, KS1 SATs, Y4 Times Tables check, KS2 SATS as appropriate to the role)
- Ensure that the administration of all assessment complies with the statutory, school and LA requirements.
- Maintain effective liaison with staff and external agencies during relevant transition points.

Financial management and Resourcing

- Establish significant resource needs for the team and assess requests for maximum efficiency to meet the objectives of the school and achieve value for money.
- Ensure teachers across their team are creating learning environments that support effective teaching and learning.

Health and safety

- Ensure that there is a safe working and learning environment, in which risks are properly assessed.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the phase leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Deputy Headteacher/Headteacher.

This job description is in addition to that of the class teacher and should be read in the context of the most recent School Teachers' Pay and Conditions document.

This job description will be reviewed and updated annually. Amendments can be made at any time in consultation with the post holder.



Person specification

Criteria	Qualities	
	Essential	Desirable
Educational Achievements, qualifications and Training	<ul style="list-style-type: none"> Qualified Teacher status. Certificate of Education Degree + PGCE 	<ul style="list-style-type: none"> Attendance at courses to provide relevant preparation for senior management. Evidence of further professional study.
Teaching and Management experience.	<ul style="list-style-type: none"> At least three years successful teaching experience Direct experience of developing, organising, implementing and evaluating an area of curriculum development in the primary age range. Experience of promoting positive relationships between staff, parents, governors and the community. Experience and understanding of a multicultural approach to teaching. Experience and understanding of children with special educational needs. 	<ul style="list-style-type: none"> Teaching experience across the primary age range including EYFS Expertise in leading a core curriculum area. Experience of leading INSET.
Job related knowledge, aptitudes and skills.	<ul style="list-style-type: none"> A high level of professionalism and sense of responsibility. Ability to communicate sensitively and effectively with a variety of audiences. Ability to demonstrate excellent classroom practice and to motivate colleagues to achieve high standards. Understanding of processes to raise standards and promote progress, including target setting. Ability to demonstrate a focus on high standards of achievement and personal development in your own practice. Ability to use assessment as a tool to support the raising of standards. Ability to support and develop the school's procedures for monitoring and evaluating teaching and learning. Ability to promote the schools aims, objectives, core values and policies. Comprehensive ICT skills, knowledge and understanding. 	<ul style="list-style-type: none"> Knowledge and understanding of strategic planning for school development and improvement. Experience of end of KS assessment. Ability to promote the schools aims, objectives, core values and policies. Knowledge and understanding of good practice across the primary age, including the foundation stage.
Equal Opportunities	<ul style="list-style-type: none"> Demonstrate a commitment to equality of opportunity in the curriculum. 	
Personal Qualities	<ul style="list-style-type: none"> Ability to work with sensitivity, flexibility, enthusiasm and a sense of humor. Ability to manage one's own work pressure and the capacity to manage effectively the work of others. A commitment to the ethos of the school as a partnership of pupils, staff, governors, parents and the community. Good communication skills. Willingness to take part in the broader life of the school. A commitment to teamwork and the ability to promote the qualities required for effective teamwork. 	A range of outside interests.

Notes:

This job description may be amended at any time in consultation with the post-holder.

Last review date: 11.03.2024

Next review date: *September 2025*

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____