



JOB DESCRIPTION: Early Years PHASE LEADER

Post Holder:

Salary: MPS/UPS + TLR (£1751)

Responsible to: Executive Headteacher and SLT

Purpose of post

This job description should be read in conjunction with the job description for a class teacher. In addition to being a class teacher, the postholder will be responsible for leading and managing a phase team in the school.

The postholder will be an active member of the Leadership Team and will be responsible for working with and supporting the Executive Head Teacher and senior leadership team on the following school leadership and management areas:

Strategic direction and development of the school:

- To develop, implement and monitor policies and practices and initiatives which reflect the school's commitment to high achievement through effective teaching and learning.
- To monitor progress and evaluate the quality of teaching and learning by working alongside colleagues, analysing work and outcomes.
- To work with other teaching staff to ensure continuity of the curriculum, good outcomes and quality of teaching and learning.

Teaching and learning:

- To provide an example of excellence as a classroom practitioner; inspiring and motivating other members of staff.
- To evaluate the quality of teaching in the relevant phase to identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To work alongside the Inclusion Deputy head to ensure access to the curriculum for all vulnerable groups.
- To be able to analyse data, monitoring teaching and learning and undertake pupil progress meetings, to evaluate progress towards targets which inform future strategic direction.
- To take a lead role in ensuring the transition for children between phases is a positive experience.

Leading and managing staff:

- To support and enable other staff in the phase team to become more effective in their planning, teaching and learning, using coaching and mentoring and by providing an example of excellence.
- To support all members of the phase team in their communications with parents and carers e.g. letters to, and meetings with parents.
- To demonstrate an excellent ability to advise and support other teachers.
- To provide clear feedback, good support and sound advice to others.
- To help others to evaluate the impact of their teaching on raising pupils' achievement.
- To contribute to the Performance Review of all teachers in the phase team.
- To performance manage the support staff in the phase
- To work with other staff in the phase team to ensure effective organisation of curriculum enrichment activities in school e.g. seasonal celebrations.

- To lead assemblies as required.
- To support the induction of new staff within the phase team.

Specific duties:

- To teach a class and to take a leading role in raising the quality of teaching and learning across the school.
- To support the Executive Headteacher and other staff in fostering good relations with parents and the community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
- To be an active member of the Leadership Team and be actively involved with the day to day management of the school.
- To undertake such reasonable activities as the Executive Headteacher may, from time to time, require.

Notes:

The duties and responsibilities of the Phase leader may vary from time to time according to the changing needs of the school. The job description will be reviewed annually in the light of changing circumstances and in consultation with the post holder and the Governing Body, as part of the Governing Body's annual review of staffing structure.

Signed _____

Date: _____