

## JOB DESCRIPTION – PHASE LEADER

Post: EYFS PHASE LEADER (TLR2)  
Subject Leadership: Negotiable  
Responsible to: Head of School  
Responsible for: Early Years (Reception and Nursery)

In addition to the responsibilities of Class Teacher, as set out by the Class Teacher job description and the school teachers' pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school's policies under the direction of the Head of School.

### **Purpose**

- To lead the staff of the Phase team to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils.
- To liaise effectively with senior colleagues to ensure consistency of approach in teaching and learning across the school.
- To promote the vision, culture and ethos of the school.

### **Key Responsibilities**

#### **Leading, developing and enhancing the teaching practice of others**

- Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
- Lead staff in planning, teaching and evaluation of teaching to raise standards – both formally and informally.
- Provide guidance to staff in marking and assessment for learning and standards expected.
- Work with the teachers to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
- To support colleagues to create a stimulating environment for learning.
- Lead high quality CPD.
- Contribute to Performance Management Reviews.

#### **Management Responsibility**

- Lead and manage staff in the phase.
- To enable all teachers to achieve expertise in planning and teaching through example, support and by leading or providing high quality professional development opportunities.
- Organise regular phase meetings to ensure good communication and consistency in practice.
- Update teachers of changes to school policy and ensure they are implemented.
- Organise materials for, and co-ordinate Assessment weeks.
- Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the 'handover' of relevant documents.
- Induct, support and monitor new staff within the Phase.

#### **Monitoring and Evaluation**

- Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with school policy.
- Provide feedback to teachers and disseminate examples of excellent planning and teaching.
- Organise and lead meetings with staff to ensure continuity and progression of pupils' learning is maintained across the Phase.
- Monitor standards within the Phase, analysing data from school tracking systems and ASP, and use this information to action required support – including setting targets for continuous improvement.

**Other**

- Safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy.
- Undertake decision making and policy development across the school.
- Lead the Phase in ensuring effective communication with parents/carers, SLT, governors, school and wider community.
- Attend and contribute to SLT meetings.
- Promote good behaviour around the school and support colleagues in promoting good behaviour.
- Show a commitment to work outside directed time when required.
- Contribute to the vision and activities of the partner schools.
- Contribute to and provide evidence for the SEF
- Contribute and lead on specific areas of the School Improvement Plan
- Implement and develop key initiatives across the school as required.

**Develop personally and professionally through**

- Reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

*This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve*