*Nascot Wood Junior School*

Phase Leader with responsibility for lower key stage 2

A couple of children in school uniforms

Description automatically generated

Job details

Contract type: Permanent

Class Teacher and leadership responsibility

Salary grade: UPS1 (£44,579) – UPS3 (£47,839), *depending on experience.*

Main purpose

The Phase Leader will:

* Have responsibility for and oversee the management of years 3 and 4
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
* Meet the expectations set out in the Teacher’s Standards
* Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

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Key responsibilities

*In addition to core teaching responsibilities set out below, you will be required to undertake the following:*

* In partnership with the Headteacher and Deputy Headteacher, take responsibility for the coordination of teaching, planning and learning within the phase
* In partnership with the Headteacher and Deputy Headteacher, take responsibility for the quality and standards of teaching and learning across the key stage
* Encourage good working practices and provide leadership, direction and support to both teaching and support staff within the phase
* In partnership with the Headteacher and Deputy Headteacher, oversee all aspects of the phase organisation and management including the preparation and chairing of phase meetings
* Ensure the effective transition of pupils from and communicate with other phase leaders to ensure continuity and progression
* Make a significant contribution to the schools’ leadership tasks as a member of the senior management team
* In partnership with the Headteacher and Deputy Headteacher, evaluate achievement, attainment and pupils progress data and provide reports to the senior management team and governors as required
* Monitor standards of behaviour across the phase
* In partnership with the Headteacher and Deputy Headteacher, manage and facilitate the induction process of new members of staff within the phase

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Teaching:

* Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
* Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
* Participate in arrangements for preparing pupils for examinations.

Whole-school organisation, strategy and development:

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the school’s vision and values
* Work with others on curriculum and/or pupil development to secure coordinated outcomes.

Health and Safety:

* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

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Working with colleagues and other relevant professionals:

* Develop and foster effective professional relationships with colleagues based on trust and mutual respect
* Collaborate and work effectively with colleagues and other relevant professionals within and beyond the school

Management of staff and resources:

* Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them.

Professional development:

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching and overall performance
* Where appropriate, take part in the appraisal and professional development of others.

Communication:

* Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.