



JOB DESCRIPTION:

Phonics Leader TLR2a £3,017

In addition to the responsibilities set out in the school teachers' pay and conditions document you will also undertake the following duties and responsibilities.

Responsible to: Headteacher, Deputy Headteacher

Responsible for: Phonics and early reading improvements across the whole school

Purpose of post:

To lead improvements in phonics and early reading across the school to achieve high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils through a creative and rigorous curriculum.

To take an active and positive role in the development of reading within the school as a member of the leadership team.

To lead on specific areas of the curriculum across the school.

Main duties and responsibilities:

Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school.

To work as part of the Leadership team in the process of devising, implementing, monitoring, assessing and evaluating phonics and early reading for the school, including areas of staffing.

Act as an ambassador for the school and positively engage with the wider school community.

Challenge poor performance in any area of the school's activity.

Be an excellent practitioner who is an example to staff, pupils and parents in terms of:-

1. High personal standards of classroom practice
2. Providing stimulating and challenging learning environment
3. Excellent subject knowledge
4. The ability to plan, assess and evaluate to a high standard
5. High expectations of pupil achievement
6. Commitment and professionalism
7. Organisational and school operation skills
8. Excellent leadership understanding of whole school assessment and data analysis

Share responsibility for and be pro-active in the improvements in the curriculum.

To observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of yourself, other staff and pupils

Collaborate, cooperate and support roles of colleagues, in achieving the school priorities and targets, and monitor the progress towards meeting them.

Responsible for the welfare and safeguarding of children and young people.

Ensure the promotion of equal opportunities in all aspects of school life.

Lead CPD and INSET through the provision of high-quality professional development, such as coaching or accessing other sources of expertise, local and national

Maintain strong links of communication with governors, parents/carers and the wider community

Attend leadership team meetings as required and report to staff and governors as necessary.

Specific Responsibilities

Work with the Deputy Head teacher and lead phonics and early reading across the school.

To monitor the curriculum, planning, pupils' work, progress and behaviour in order to raise standards.

Work closely with other members of the leadership team to ensure that standards, achievement, actions and developments are monitored to raise the levels of achievement of pupils and staff. Provide written reports when required.

Ensure that parents/carers are well informed about the curriculum, targets, children's progress and attainment.

This job description will be reviewed annually as part of the performance managements review process, or more frequently if necessary. It may be amended at any time after consultation with the headteacher and postholder.