

Vacancy Reference No:

Job Title: Phase Leader LKS2

Job Number:

Directorate: Children Learning & Young People

Post Number:

Service: Services for Schools

Grade:

TMS/UPS + TLR

Location: Whitley Abbey Primary School



At Whitley Abbey...

For everyone to be valued, safe and happy.

To nurture mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience and gratitude.

To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.

To strive to open children's minds to life's possibilities and to promote citizenship amongst our children.

To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.

To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.

'Hand in Hand we Learn'

Purpose of Job

- In conjunction with the Head Teacher and Senior Leadership Team, provide the vision and effective leadership that will enable the school to develop further throughout periods of change
- As a member of the Senior Leadership Team make a significant contribution to the strategic development and direction of the school.
- To assist the Head Teacher in leading, motivating and enabling staff to provide the highest standard of education for all pupils.
- To provide assessment analysis from relevant sources to make a significant contribution to school self-evaluation and school improvement
- Work to support the aims and ethos of the school and hold the highest professional standards themselves.

Generic Responsibilities of the LKS2 Phase Leader

- To carry out the duties of a Class Teacher as set out in the School Teacher's Pay and Conditions.
- To establish good relationships, encourage good working practices and support, challenge and lead teachers and support staff within the LKS2 team.
- To provide regular communication with parents about what is happening across the LKS2 setting.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development of the children across LKS2 and be committed to a fully inclusive school.
- To be responsible and accountable for securing the highest standards of pupil achievement across LKS2 through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To address any areas of underachievement and inconsistencies within LKS2.
- To use relevant assessment information to set targets for improvement across LKS2.
- To enthuse, lead, develop and enhance the teaching practices of others across LKS2, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of LKS2, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Head Teacher within 3 days of the meeting/action/outcome.
- To take responsibility for understanding the part that one plays in the progress of the School Development Plan and contribute to it accordingly
 - Both deliver and undertake professional development within and outside of Whitley Abbey Primary
 - Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above.
 - To safeguard every pupil's health, safety and well-being in line with school policies.
 - To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within LKS2.

- To liaise with the SENCO, Literacy and Maths subject leads and Deputy Head to contribute to the planning and organising of the work of the TA's in LKS2, in order to have a positive impact on pupil progress.
- To keep up to date with current trends and research and to debate as appropriate.
- To improve the quality of teaching and learning across the LKS2
- To review planning and teaching methods in order to meet the needs of individual pupils, including SEN, Gifted and Talented, Looked After Children and children with English as an Additional Language.
- To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/parents as appropriate.
- To create and evaluate assessment data in LKS2 and discuss outcomes with the SLT
- To carry out work scrutiny to ensure high standards and continuity across the LKS2.
- To liaise with other Year Group Leaders to ensure progression and continuity across the school and ensure that LKS2 is seen as an integral part of the whole school community.
- To support, guide and advise staff in all aspects of their work
- To work with LKS2 Leaders from other schools to ensure consistency of practice and to keep up with developments within LKS2.

Other Activities

- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Head Teacher.
- To lead parents meetings/workshops, in consultation with the Head Teacher.
- To organise special assemblies, performances, school trips and other events.
- To carry out any other duties reasonably requested by the Head Teacher or Deputy Head.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head Teacher.

This job description does not form part of the contract of employment. It describes the way in which the LKS2 Leader is expected and required to perform and complete the particular duties as set out above.

Responsible to: Headteacher

This job description will be reviewed annually as part of the performance management review process. It may be amended at any time after consultation with the Head Teacher and post holder.

All duties and responsibilities must be carried out with due regard to the school Health and Safety, Children Protection policies and the council's Equal Opportunities policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.