

HOLLYFAST PRIMARY SCHOOL

PHASE LEADER



Hollyfast Primary School Job description

Location:	Hollyfast Primary School
Post:	Phase Leader with class responsibilities
Grade:	TMS 1-6 (dependent on experience) with TLR2A UPS 1 – 3 (dependent on experience)
Closing Date	Tuesday 21st May 2024 (interviews on Friday 24th May)
Duration:	Permanent
Start date:	September 2024
Directorate:	People
Service:	Primary Schools

Our School

Thank you for taking the time to read through our Job Description for a Class Teacher vacancy with Phase Leader responsibilities. We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. We perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Mr Watson joined the school in January 2022 and has built a new team around him who all share the same values and passion for driving the school forward to encourage the children to “Aim High, Grow within and Reach beyond the stars”.



In a recent Ofsted Inspection, the school was rated as good, with inspectors noting that “Every day, happy pupils thrive, surrounded by love and care” and “staff feel that the school is well-led and managed. They value the support provided to them for their emotional well-being by caring leaders and dedicated governors”.

“There is a big focus on staff development here at Hollyfast, and over the last 2 years, I have been developed lots as both a teacher and a leader. CPD is an integral part of the working life at our school. From external leadership training and national networking links, to internal profession learning opportunities, it really is a collaborative approach to driving standards.

The leadership team are very approachable and supportive, and despite the size of the school, personal growth is highly valued.”

Hollyfast Staff Member



Hollyfast Primary School Job description

The Post

We are looking for an experienced Phase Leader with class teacher responsibilities to join our Hollyfast Team.

As an experienced class teacher you will be expected to prepare, deliver, review and evaluate the aspects of the curriculum which you deliver to your classes. This is to be undertaken in relation to school policies, curriculum documentation and the School Improvement Plan. You will also be expected to maintain and develop your professional and curriculum skills by attending appropriate in-service training courses. Your daily professional conduct and practice should meet career stage expectations as outlined in the Teachers' Standards 2012.

Core Purposes

- To model, promote and reinforce the school's vision, values and agreed actions and behaviours within the staff charter at all times- within the classroom, in conversations with colleagues and during meetings with SLT.
- To lead others to provide a high quality educational experience for all pupils
- To monitor, evaluate and further develop the quality of teaching and learning in your phase, demonstrating both professional skill, and judgements in this area.
- To maintain and share excellent classroom practice, within your classroom and the classrooms of others
- To have a sustainable impact on educational progress beyond your assigned pupils.

Modelling, promoting and reinforcing the school's vision, values, and agreed actions and behaviours within the staff charter at all times- within the classroom, in conversations with colleagues and during meetings with SLT.

The TLR phase leader will lead by example, modelling all of the school values and staff agreed actions and behaviours at all times- to all members of staff, including:

- Smiling and looking out for your team
- Treating everyone in your team equally and fairly
- Inspiring your team, supporting, encouraging and actively listening to them and all other staff in school
- Respecting differing views and responding positively to changes and whole school development
- Developing and maintaining high levels of trust with your team and senior leaders
- Sharing strengths and asking questions and seek support to reflect and develop
- Developing and maintaining a culture with a love of learning
- Using the school vision as part of 'decision making' and 'information sharing' within your phase.



Leading others to provide a high quality educational experience for all pupils

The TLR phase leader will:

- To lead your team effectively so that the school's expectations are communicated clearly.
- To lead weekly phase meetings with all staff, providing a clear and consistent communication channel between classroom staff and senior leaders.
- Ensure strengths are celebrated and next steps identified through monitoring are shared and re-visited.
- To support Senior Leaders in ensuring provision and systems within your phase is consistent with whole school policies
- Co-ordinate the transitions to and from your phase effectively so there is consistent progression and continuity
- To be an active colleague in Extended Leadership team meetings
- To support senior leaders in monitoring and evaluating the impact of changes on school improvement and development
- To provide the leadership team with relevant subject development information and pupil performance information.

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- To support the Assessment Leader in ensuring assessment procedures are carried out in line with statutory guidance and school procedures and to support with assessment analysis and next steps, where appropriate
- Contribute to programme of CPD and 'Professional Learning' opportunities
- Ensure consistent communications with other phase leaders, ensuring communication with parents is clear
- To work with the Senior Leadership team and be accountable for standards of teaching, learning and assessments in your phase

Maintaining and sharing excellent classroom practice, within your classroom and the classrooms of others, having a sustainable impact on educational progress beyond your assigned pupils.

The TLR phase leader will:

- Monitor planning and curriculum coverage and learning outcomes within your phase
- Monitor routines, expectations, conduct and behaviour for learning
- Contribute to meeting school development priorities (SDP)
- Contribute to overall school self- evaluation
- Collaboratively plan and implement strategies where improvement needs are identified within your phase
- Support teachers with securing a strong quality of teaching and learning

Monitor, evaluating and further develop the quality of teaching and learning in your phase, demonstrating both professional skill, and judgements in this area.

The TLR phase leader will:

- Lead and co-ordinate all adults in your phase, ensuring consistencies with timetabling, adult deployment and whole school policies
- Monitor teaching and learning in a variety of ways including: drop-ins, learning walks, book trawls, planning/resource scrutiny and pupil voice. Feedback to staff as appropriate and as guided by SLT.
- To work with the SLT to self-evaluate the school's performance including providing information for the SEF. Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies to them.
- Implement strategies to improve teaching where needs are identified
- Induct, support and monitor new staff, as appropriate

Additionally, STPCD requires teachers to be involved in:

- Advising and co-operating with the Head Teacher and other teachers on preparation and development of course study, teaching materials, teaching programmes, methods of teaching assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum. Organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff.

Professional Responsibility

- Undertake annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

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Main scale teachers will therefore be asked to collaborate in the development of teaching standards and improvement work in specified subject(s) or areas.

Over time, this might reasonably include:

- Reviewing and developing the curriculum policy in the subject(s).
- Quality assuring the quality of planning, teaching and learning outcomes in the subject(s) by other teachers in order to evaluate the strengths and areas for development or the impact of school improvement work.
- Analysing and evaluating relevant subject-specific assessments for individuals, groups or cohorts.
- Considering next steps in the subject(s) for further development.
- Supporting, mentoring and coaching staff in the subject(s), where appropriate
- Reporting on the progress, achievement and standards in the subject(s) to staff, governors and parents
- Arranging and promoting relevant subject enrichment to promote pupils enthusiasm and interest.

This job description will be supported by ongoing discussions with Senior Leaders. Key tasks, responsibilities and outcomes will be derived from the School Development Plan and other school priorities.

In addition to carrying out the duties of a teacher set out in the current School Teachers' Pay and Conditions Document, Conditions of Employment of Teachers other than Head Teachers. The Phase Leader will play a role in the distributed leadership and management of the school.



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The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.