



POTTERS GREEN SCHOOL

JOB DESCRIPTION

Post	Phase Leader
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TLR	2a
Scale Point (Subject to ratification by Governors' Pay Committee)	TMS/UPS
Key Stage	EYFS + Y1
Accountable to	Senior Leadership Team
Accountable for	Managing the standards of education and welfare of all pupils and staff in EYFS + Y1.
Subject	
Post Holder	

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or Postholder, but only after full consultation on behalf of both parties. It will be signed if agreement is reached.

Teacher.....

Headteacher.....

Date.....

1. LOCAL AUTHORITY

You are required to carry out the duties of a schoolteacher as set out in the schoolteachers' Pay and Conditions Document, a copy of which is available from the Headteacher. Reference should also be made to the National Professional Standards for Teachers, and the school's Career Stage Expectations, which articulate the expectations of teachers at different stages in their career.

2. THE SCHOOL

2.1 The school is committed to policies of ensuring equal opportunities for all pupils and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. The school aims, which are made available to every teacher, govern the daily life of the school as well as determining various aspects of the organisation and planning for the school.

2.2 Members of the teaching staff are committed to support the work of colleagues with responsibilities in other key stages or subject areas, to the overall benefit of the pupils. Staff are expected to support other initiatives determined by the governors in the School Improvement Plan or which arise from local or national initiatives.

2.3 This job description will be reviewed during the academic year in accordance with the needs of the school and its pupils. In addition it may be reviewed at any time, after consultation with you. It will be the foundation on which the annual Performance Management process will be based.

2.4 Your post requires you to teach pupils in the age range 3 – 11 years.

2.5 Your post requires you to teach the National Curriculum and all other areas identified by the school.

2.6 The days to be specified by your employer or by the Head Teacher under paragraph 40.2 of the 1999 Document (the five non-pupil contact days) and the hours allocated by the Headteacher under paragraph 44 of the 1999 Document (the "1265 hours") shall be the subject of a separate statement issued by your employer or the Headteacher as the case may be.

3. POST

The post holder will be required to: -

- provide leadership and direction for the Foundation Stage/Year 1 to ensure it is managed to meet the aims and objectives of the school.
- play a major role in the development of school policy and will make a significant contribution towards the leadership and management of the school.
- Carry out the role of Performance Management Team Reviewer for a group of staff.

3.1 Accountability for leading, managing and developing pupil development across the Key Stage and a subject area.

- Co-ordinate strategies to achieve relevant school improvement priorities that have been identified in the key stage/subject.

- Evaluate and report on the effectiveness of practice in the key stage/subject, suggesting areas and issues for further improvement.
- Lead professional development in the key stage/subject through example and support, and co-ordinate the provision of high quality professional development for staff.
- Use financial and resource management innovatively and effectively.
- Promote and support appropriate pastoral care and behaviour management within the key stage.
- Co-ordinate relevant admission, induction and transition strategies for pupils within the key stage (internally and externally).
- Induct and support new staff to the key stage.
- Co-ordinate strategies for presenting information and reports to parents and governors.
- Arrange and promote school activities and events across the key stage.

3.2 Impact on educational progress beyond assigned pupils

- Monitor and evaluate assessment data across the key stage/subject to identify trends in pupil performance and issues for development.
- Define intervention strategies to address issues for development that are identified.
- Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
- Identify quantifiable and challenging objectives with staff within their performance management objectives.
- Support staff in planning appropriate strategies to achieve pupil progress target levels and objectives.
- Ensure that agreed pupil progress target levels within the key stage/subject are achieved or exceeded.
- Encourage pupils' motivation and enthusiasm in the key stage/subject, developing positive responses to challenge and raise expectations.

3.3 Leading, developing and enhancing the teaching practice of others

- Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
- Disseminate examples of effective planning practice within the key stage/subject.

- Ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning.
- Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers' planning.
- Ensure staff are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the key stage/subject, and communicate this to pupils.
- Observe colleagues teaching (through performance management arrangements/subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
- Identify and promote innovative and effective teaching strategies in the key stage/subject throughout the school) to meet the needs of all pupils.
- Support and monitor the deployment of teachers, teaching assistants and other adults to ensure their effective contribution to pupils' learning.

4. AS A CLASS TEACHER

- As a class teacher you will prepare, deliver, review and evaluate aspects of the curriculum for which you have responsibility as a class teacher. This is to be undertaken in relation to the job description for class teachers, agreed policies, subject documentation and the School Development Plan.

5. OTHER DUTIES

5.1 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 cooperate 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

5.2 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 manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

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

- 5.3 Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- 5.4 Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- 5.5 You are required to carry out such particular duties as the Head Teacher may reasonably direct from time to time.

6. SAFEGUARDING STATEMENT

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

Therefore, all staff have a responsibility for promoting and safeguarding the welfare of children they are responsible for, or come into contact with.