



St Joseph's RC Primary School Job Description For Phase Leaders



*St. Joseph's is a happy, caring family, where we
can all live and learn as children of God.*

Responsible to: The Head teacher

Responsible for: Upper KS2 Teachers and Teaching Assistants

The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement.

- Managing professional development and review.
- Organising and implementing the curriculum.
- Monitoring and evaluating standards of teaching and learning.
- Organising and managing day to day procedures to enable the smooth running of the Key Stage.

The salary is reviewed annually and determined according to the School Teachers' Pay and Conditions Document. The duties are in accordance with this document.

Job Purpose:

- To co-ordinate and evaluate teaching and learning within Upper Key Stage 2 and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
- To make strategic evaluations of personnel issues as a supportive and well motivated team member.

The main areas of responsibility and the assigned duties are specified below.

This is a senior post within the school's Leadership Team. The post holder will ensure the smooth running of the phase and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Head teacher.

Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the head teacher for co-ordinating the work of Upper Key Stage 2, supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning in Upper Key Stage 2, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
5. To review long term planning in Upper Key Stage 2 to ensure coverage, progression and a range of learning experiences across the phase.
6. To liaise with Leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.
7. Take overall responsibility for the pastoral care of pupils in Upper Key Stage 2.
8. In conjunction with the Educational Visits Co-ordinator, co-ordinate and oversee the organisation of educational visits in Upper Key Stage 2.

9. To monitor the standards of behaviour and achievement within their year group and across the phase to ensure continuity and progression.
10. Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
11. Supporting staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement for Upper Key Stage 2 pupils and feedback to the Head teacher.
2. Monitor progress in Upper Key Stage 2 and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor phase planning to ensure it is effectively carried out and that individual needs are being met.

Leadership

1. Work as part of the Senior Leadership Team in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the Head teacher
3. Attend Leadership Team meetings as required, and report back to staff when necessary.
4. Be a strong advocate for change and champion school improvement.
Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
5. Establish good relationships, encourage good working practices and support and lead teachers.
Plan, organise and chair Upper Key Stage 2 meetings as appropriate in order to ensure school policies and practices are being implemented.
6. Liaise with teaching assistants timetabled within the phase and outside agencies
7. Liaise and co-ordinate with partnership universities student placements.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform policy
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, LAs and neighbouring schools.

People and relationships

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
3. Manage innovation and change.
4. Work collaboratively.
5. Manage and develop effective working relationships with all staff in the school.

Other Duties and Responsibilities

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers' Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.

General Expectations:

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 KS Leader is expected and required to perform and complete the particular duties as set out above.

Signed:

Teacher.....

Headteacher.....

Date: September 2019

This job description may be amended at any time following consultation with the headteacher, and will be reviewed annually.

Date of next review: September 2020