



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Phase Leader for Key Stage 1
<b>Location:</b>	Across the Trust (based at Sherford Vale School and Nursery currently)
<b>Grade/salary:</b>	TLR2A £3527
<b>Line Manager:</b>	Headteacher

### Overview

The Phase Leader is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, and under the reasonable direction of the Headteacher and/or Deputy Headteacher. In addition, the Phase Leader will be expected to assist the Headteacher and Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the Phase Leader should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

### Key Responsibilities and Accountabilities

The Phase Leader will have the following key accountabilities:

- Assist the Headteacher and Deputy Headteacher in supporting, holding accountable, developing and leading the phase team to secure high-quality teaching and learning, the effective use of resources, and high standards of achievement and progress for all pupils in KS1.
- Be a member of the Senior Leadership Team and make a contribution to the strategic development and direction of the school.
- Manage and respond to complaints or concerns raised by parents that have been escalated beyond the class teacher.
- Establish or sustain systems that aid the efficient operation of the phase by supporting coordination of events (sports day, etc); ordering resources such as stationery and exercise books; and arranging and chairing phase meetings.
- Support the development of our Early Years Career Teachers.

### Knowledge and Understanding

- What constitutes high quality educational provision in KS1.
- How to raise standards and outcomes for all pupils across KS1, including disadvantaged and SEND children.
- How to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership.
- How to provide effective leadership that supports, motivates and develops members of the phase team.

### Strategic Leadership

- Help sustain and develop a highly effective phase team.
- Help maintain an ethos and provide educational vision and direction which secures outstanding teaching, learning and outcomes.
- Ensure effective coordination and collaboration within the phase.
- Lead by example, providing inspiration and motivation to your team and embodying for the pupils, staff and parents the vision, purpose and leadership of learning in KS1.

### Planning and Setting Expectations

- Support development and implementation of School Improvement Plan actions and priorities.
- Have high expectations of all pupils and staff.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

### Assessment and Evaluation

- Work with SLT to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice, and act as necessary.
- Contribute to the School Self-Evaluation Form (SEF).
- Work with other lead professionals to review attainment and progress data within the school and in comparison with other schools.
- Use this information to establish benchmarks, set targets and identify strategies and actions for improvement.

### Managing Own Performance and Development

- Take responsibility for your own professional development.
- Prioritise and manage your own time effectively.
- Work under pressure and to deadlines.
- Sustain your own motivation and that of other staff in their phase.
- Reflect on your own performance within an ethos of continuous improvement.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.