



BURWELL VILLAGE COLLEGE PRIMARY SCHOOL

The Causeway
Burwell
Cambridgeshire
CB25 0DU

Head Teacher: Mr Nicholas Smith

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JOB DESCRIPTION – PHASE LEADER

PURPOSE OF THE POST

To provide leadership of all pupils and oversight of staff and curriculum in the identified phase. If an existing class teacher, to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head Teacher (please see separate Class Teacher Job Description).

DESCRIPTION OF THE POST

The statutory conditions of the post are as laid down in the School Teacher's Pay and Conditions Document. The following details summarise the major tasks expected of the Phase Leader and the personal skills the post holder requires in order to carry out these tasks. This, together with the statutory conditions and the details within the further particulars, will form the job description and person specification for the post.

The post holder will receive leadership release time in addition to PPA. Additional time will be made available when the need arises. There will also be opportunities to undertake relevant training.

RELATIONSHIPS

The post holder is responsible to the Head Teacher for his/her teaching duties and responsibilities and for teaching tasks. The post holder is accountable to the Head Teacher and Deputy Head Teacher for his/her leadership and co-ordination of the identified phase, ensuring all children are included in the school's curriculum and achieve and progress strongly.

The post holder interacts on a professional level with colleagues in the team and school generally as well as relevant outside agencies and seeks to establish and maintain productive relationships with them. Finally they will develop and cultivate strong relationships with families to ensure excellent home-school partnership.

PARTICULAR RESPONSIBILITIES

- Ensure the provision of a strong curriculum for all pupils in the phase and to oversee its effective delivery from the phase team
- Oversee the day-to-day operation of the phase
- Provide line management and performance management for relevant staff
- Play a key role as part of the school's Senior Leadership Team
- Identify areas for improvement within provision for the phase and contribute to school self-evaluation and improvement planning



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- Use data within the school's assessment and management information systems alongside other relevant information to inform strategic planning; identify improvement targets; and inform the school's leadership team and members of the Governing Body
- Support school self-evaluation; preparation for inspections; and meetings with the school's School Improvement Partner and attend meetings as required
- Monitor pupil standards and achievement against annual targets and track progress for pupils in the phase (including participation in Pupil Progress Meetings)
- Monitor and evaluate systems to assess and record pupil progress and achievement
- Develop the role of support staff in delivering support for all appropriate pupils in the phase (alongside Quality First Teaching)
- Working alongside senior colleagues, support all staff with the management of challenging behaviour
- Liaise with parents of children in the phase
- Collaborate with Teachers, Teaching Assistants and parents to produce relevant paperwork and information for SEND reviews
- Initiate contact and liaise with other agencies, regarding individual pupils as required
- Where appropriate, to liaise with secondary, other primary and neighbouring pre-schools to ensure progression and continuity for children
- Monitor and evaluate the quality of teaching and learning for the phase, through lesson observations, book sampling and monitoring planning on a timetable agreed with the Head Teacher
- Lead staff development meetings for teaching staff and support staff as agreed with the Head Teacher
- Advise and inform newly qualified teachers and other new staff about the phase and related policies within the school
- Keep up to date with current trends and research as appropriate
- Provide written reports/present information to the Governing Body at the request of the Governors/Head Teacher
- Be an active and positive role model for the SLT and school as a whole