



New Delaval Primary School

Primary TLR 2.1/UPS – Phase Leader

Salary

The post holder will be paid on the appropriate point of the upper pay spine for teachers.

Line of Responsibility

- The key stage leader is directly responsible to the Headteacher

Line Management

- Liaise with the head/deputy headteacher in the line management of staff working within the key stage and assist with the appraisal of their work as required.
- Be responsible for the teaching of all staff assigned to the key stage.

Job Content

Strategic Purpose

- Work with and under the direction of the headteacher to lead and manage the school curriculum throughout the key stage.
- Ensure that learning within the key stage is effectively monitored, supported, evaluated and reviewed in accordance with the school's annual development plan objectives and whole school audit results.
- The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies.
- Post threshold teachers are required to meet the post threshold standards.
- As a post threshold teacher, to act as a role model for teaching and learning, to make a distinctive contribution to raising standards across the school, to continue to develop own expertise, post threshold and provide regular coaching and mentoring to less experienced teachers.

Core responsibilities

- Lead on teaching and provide support to all staff assigned to the key stage and contribute as required to the development of whole school initiatives.
- Ensure that appropriate medium term plans are prepared, resourced, delivered and evaluated throughout the key stage.
- Ensure the effective co-ordination and monitoring of all subjects and provision within the key stage.

- Keep abreast of national and local developments impacting on curriculum delivery and contribute to the development of a broad and challenging curriculum within the key stage.
- Take full responsibility for all assessment and monitoring within the key stage. This will include half termly reports to Headteacher /Senior Leaders.
- Attend all Management and occasional governing Body meetings to ensure the effective communication of key stage and whole school initiatives.

Teaching

- To have an open classroom
- Plan work in accordance with schemes of work and national curriculum requirements
- Take account of pupils' prior levels of attainment and use them to set future targets
- Maintain good discipline by following the school's Behaviour policy and procedures
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities, ensuring all needs are met and all children make progress.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' pupils and 'academically more able' pupils.

Assessment, recording and reporting:

- Keep appropriate records of pupil's work, evidencing attainment and progress.
- Mark and return work given, including any homework, within agreed homework policy and programme and reasonable time.
- Use the school's feedback scheme at all times
- Carry out assessment programmes and diagnostic assessments as agreed by the school policy
- Complete records of achievement in line with school policy and report to Head and governing body in relation to standards of learning and teaching.
- Complete pupils' annual reports in line with school policy. Attend Parental Consultation appointments as required and keep parents informed about their child's performance and future targets.

Pastoral work:

- Ensure behaviour, health and safety and safeguarding are at the forefront of everyday practice.
- Monitor and set targets for the social and academic progress of pupils in the class as required.
- Endeavour to build up a good relationship with the pupils, so that they will look to the teacher for support and advice.
- Command high standards of pupil behaviour and conduct at all times and support the school in its application of related policies.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

- The teacher will be part of the school's appraisal scheme. The Headteacher will set agreed targets for the year. The Headteacher will monitor and review performance, including classroom teaching. The school will support the continuing professional development for all staff, to ensure that their expertise is being kept up to date.

Curriculum Leadership

- Manage a subject across the school.
- Have overall responsibility for the development and review of all the teaching and learning resources in the subject area.
- Share responsibility for ensuring that all students within the subject department meet agreed targets through effective recording, reporting and monitoring.
- Contribute to the development of excellent schemes of work and share responsibility of ensuring that all teachers are performing to the highest possible standard when teaching the subject.
- Work within the school's professional development programme to ensure that's/he and all teachers keep their knowledge and expertise up to date.
- Represent the interests of the subject within the wider management of the school and participate in local collaborative arrangements which may benefit the quality of teaching and other provision within the subject.
- Manage subject specific resources and ensure value for money in subject delivery and development.
- Contribute to the school in service training programme as appropriate and monitor the progress of staff towards meeting the overall aims and objectives in relation to the subject.
- Ensure all resources are available to support maths and computing across the school – introduce and train staff on all new resources.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- Subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document
- Sections 63.9: 'A teacher with leadership or management responsibilities is entitled , so far as is reasonably practicable , to a reasonable amount of time during school sessions for the purposes of discharging those responsibilities'
- Attention is also drawn to the requirement for planning, preparation and assessment time under which all teachers at a school with timetabled teaching commitments have a contractual entitlement to guaranteed PPA time within the timetables teaching day, set as a minimum of at least 10% of a teacher's timetables teaching time.
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

New Delaval Primary Job Description

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the school's appraisal scheme.