

JOB DESCRIPTION

Post title:	Phase Lead for Early Years and Key Stage 1
Academy:	Excelsior Academy
Reporting to:	School Principal
Salary/Pay range:	£39,965 - £40,966 (Equivalent to L1 – L2)
Hours of work:	Full Time, Permanent

Purpose of Job

The Phase Development Leader will contribute to the development of Teaching and Learning in Early Years and Key Stage 1. She/he will be responsible for the day-to-day running of Early Years and Key Stage 1.

She/he will lead on a curriculum area within the primary, and transition to Year 1 and will work co-operatively with other Development Leaders with Academy wide responsibilities.

She/he will be an excellent practitioner in developing and improving standards specifically relating to Early Years and Key Stage 1 and be responsible for raising standards of attainment both through her/his own teaching and through leading the development of teaching and learning among colleagues.

She/he will work to the direction of the School Principal of Rainbird Primary who will be responsible for her/his Performance Management and supporting monitoring and managing her/his work.

Main Duties and Responsibilities

- To provide high-profile leadership and management as an exemplary teacher.
- To promote positive behaviour management in line with Academy policies and Rainbird Primary guidelines.
- To implement the Academy wide strategy for Early Years and Key Stage 1 development and provide data and reports to the School Principal of Rainbird Primary and the Executive Principal, as appropriate.
- To monitor and regularly report standards in relation to Early Years and Key Stage 1 and implement appropriate intervention where there are concerns. Standards should be reported to all phase staff as well as to the Senior Leadership Team.
- To work with other Development Leaders to ensure continuity through the key stages.
- To lead on CPD for colleagues within the Academy in relation to the area specialism, including, identifying the CPD needs of colleagues and recommending appropriate action.
- To support teachers in the research and development of good practice including, planning of work and appropriate use of resources; modelling outstanding lessons; and advising on teaching of individual or target groups of students.
- To support new and newly qualified teachers.
- To lead and facilitate action research based development with other teachers.
- To keep up to date with local, national and international development in the subject/area and keep the standards management team informed.
- To provide individual one to one progress coaching/mentor support to pupils in accordance with the Academy's procedures to those pupils assigned for this purpose.
- To lead and be responsible for recruitment to the nursery and reception.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016, where required.