

FELL DYKE COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION PHASE LEADER

POST:	Phase Leader Class teacher (see separate job description)
Responsible to:	Head Teacher and Deputy Head Teacher one of whom will undertake their performance reviews
Work in Partnership with:	Other members of staff, governors, Gateshead LA staff and parents
Salary Grade:	MPS/UPS plus TLR Point 2A

The Role

In addition to those classroom responsibilities that are common to all classroom teachers in the school the EYFS leader's overriding responsibility will focus on raising the standards of learning and teaching in the Early Years Foundation Stage. The leader will be a member of the school improvement team and take full part in the decision making and effective running of the school. The Leader must be an excellent classroom practitioner with a minimum of three years teaching experience in the Early Years Foundation Stage and preferably also have experience teaching in Key Stage One.

The Purpose

To lead, monitor and support colleagues in order to secure high quality teaching and learning, effective use of resources and improved standards of learning and achievement for all pupils within the phase.

Phase leaders will be responsible for the management and development of their particular phase, paying attention to the relationship between planning, classroom activities and differentiation.

Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document. It may be modified by the Head Teacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title and will be reviewed annually.

As Phase Leader and Member of the School Improvement Team

To improve the efficiency and effectiveness of the school by:

1. Giving advice and support to staff on "best practice" in relation to their Phase
2. Supporting staff and ensuring effective communication across the phase and between Senior Management and staff
3. Attending and contributing to School Improvement Team meetings and communicating and promoting management decisions as a member of the School Improvement Team
4. Assisting in the formulation and monitoring of the School Improvement Plan, School Self-Review, and assisting with the formulation and implementation of policies and reports.
5. Liaison with external agencies whose work relates to Early Years Foundation Stage

6. Support all staff in promoting positive behaviour management throughout the school
7. Attend relevant courses and meetings and disseminate information gained.
8. Maintaining, developing and monitoring the use of resources and advising the Headteacher and Governing Body on the resourcing needs for the early Years Foundation Stage
9. Providing parents/carers with information about Early Years Foundation Stage in order to maximise involvement in the classroom and the learning process

Pupil progress:

1. Ensure there is appropriate continuity and progression in planning, teaching and learning across the phase
2. Meet with staff to moderate standards and achievement in the phase
3. Ensure the provision of a high quality broad and balanced curriculum in the phase and as laid out in medium term plans
4. Support staff in ensuring there is effective differentiation in planning and learning opportunities with particular regard to pupils with Special Educational Needs, from ethnic minority backgrounds and with English as an Additional Language and more able pupils
5. Endeavour to give every child the opportunity to reach their potential and meet high expectations
6. Ensure there is equality of opportunity across the Phase
7. Liaising with KS1 team to ensure curricular continuity and progression

Monitoring & Assessment:

1. Monitor the Planning and Assessment across the Phase and ensure assessment procedures follow school guidelines and policies
2. Monitor the success of strategies and initiatives and advise accordingly

Other duties and responsibilities:

To carry out such other duties, at the request of the Head Teacher, as may be required commensurate with the scope and grade of the post.

Time:

The post holder will receive agreed release time from their classroom duties to carry out their role as Phase Leader. This is in addition to the PPA Time already allocated. Any additional time needed for Subject Leader duties needs to be negotiated with the Head Teacher.

Accountability:

The Post Holder will account for the efficiency and effectiveness of this subject to the Governors and others, including pupils, parents and staff.