



Job Description: Years 5/6 (Upper KS2) Phase Leader

Job Title/Post : Years 5/6 (Upper KS2) Phase Leader

Salary : Teaching and Learning Responsibility Payment – TLR2a

Responsible to: The Headteacher

Responsible for: Years 5/6 (Upper KS2) Teachers and Teaching Assistants

- To carry out the duties of a Class Teacher as set out in the Class Teacher Job Description.
- To establish good relationships, encourage good working practices and support and lead teachers in the Phase Group.
- To provide for the pastoral, educational, social, moral, spiritual and cultural development for each individual child in the class.
- To be responsible and accountable for securing the highest standards of pupil achievement across the phase group, through a process of effective monitoring, evaluation, reporting and review of learning, progress and teaching outcomes.
- To use relevant assessment information to set targets for improvement across the phase.
- To enthuse, lead, develop and enhance the teaching practices of others across the phase, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- To be accountable for the strategic leadership and management of the phase, within the context of the school's aims and policies.
- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- To contribute to and actively support the overall ethos/work/aims of the school.
- To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection.
- To keep up to date records of any meetings/actions/outcomes from the meetings, a copy of which must be given to the Headteacher within two weeks of the meeting/action/outcome.
- To take responsibility for understanding the part that one plays in the progress of the School Improvement Plan and contributing to it accordingly.
- Communicate and co-operate with other agencies to support the educational, development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above.
- To safeguard every pupil's health, safety and wellbeing in line with School Policies.
- To provide reports to parents, pupils, Governors and the Leadership Team with regard to the progress within the specified Phase.
- To liaise with the Inclusion Manager to contribute to the planning and organising of the work of the Teaching Assistants, in order to have a positive impact on pupil progress.
- To keep up to date with current trends and research and to debate as appropriate.
- To liaise with members of the Governing Body enquiring about a particular subject/whole school initiative, to inform them of progression of the Action Plan, quality of teaching and learning and standards in the subject.
- To improve the quality of teaching and learning across the whole school.
- To review planning and teaching methods in order to meet individual pupils needs, including disadvantaged, SEN, Gifted and Talented, Looked After Children and Children with English as an

Additional Language.

- To exemplify good practice in the classroom and provide demonstration lessons for staff/Governors/Parents as appropriate.
- To evaluate assessment data in their Key Stage and discuss outcomes with the other Phase Leaders, Deputy Head and Headteacher.
- To set targets for classes and the whole school in light of prior attainment.
- To carry out work scrutiny to ensure high standards and continuity across the school, with particular focus on own Key Stage.
- To liaise with other Phase Leaders to ensure progression and continuity across the school.
- To support, guide and advise staff in all aspects of their work.

Other Activities

- To provide curriculum information for parents such as letters and booklets, in line with school policy and in consultation with the Headteacher.
- To lead parents meetings/workshops, in consultation with the Headteacher.
- To organise special assemblies, performances, school trips and other events.
- To carry out any other duties reasonably requested by the Headteacher or Deputy Headteacher. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the phase leader is expected and required to perform and complete the particular duties as set out above.

Signature of Teacher Date

Signature of Headteacher Date