**Job Description**

**Job Title: LKS2 Class Teacher/ Phase Lead**

**Salary Range: MPS/UPS TLR**

**Reports To: Headteacher or Senior Leadership Team**

1. **Purpose of the job**

To deliver high quality teaching and learning to pupils who are assigned to the post holder.

1. **Main Duties**

All teachers work within the statutory conditions of employment set out in the current School Teachers’ Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

* Be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder.
* Supervise the work of any support staff, including Higher Level Teaching Assistants and support teachers who are assigned to work with the post holder’s pupils
* Provide leadership across the school in a designated subject or curriculum area (not relevant to Newly Qualified Teachers within their first year). This is to include:
* Monitoring quality and standards
* Contributing to school planning and self-evaluation
* Providing professional support to other teachers and support staff
* Advising the Headteacher on appropriate resources and materials
* Leading appropriate professional development

In addition to carry out the duties of a teacher, the phase leader will play a role in the distributed leadership and management of the school.

The Phase Leader will work in partnership with the Headteacher, deputy Headteachers and Senior Leadership Team (SLT) as a member od the Extended leadership Team (ELT)

Main expectations of the role

**Strategic Direction and Development**

* Working within the ELT, contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development
* Communicate the school’s vision and objectives to all members of the school community and support the effective delivery of the school’s aims
* Support all staff within the phase in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance
* Ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and progress and their part in the process of improvement
* Enable the views of both parents/carers and children to be heard and considered as part of school strategic direction and development
* Ensure the smooth running of the phase by assisting with general organisational and administrative tasks
* Be responsible for the organisation of school trips within the phase and be the professional lead of the residential school journey (if required within the phase)
* Demonstrate high standards of personal integrity, loyalty, discretion and professionalism
* Publicly support all decisions of the ELT, SLT and Governing Body

**Teaching and Learning**

* Provide an example of excellence as a leading classroom practitioner within the phase, inspiring and motivating other staff
* Working closely with the SLT, sustain high expectations and excellent practice in teaching and learning throughout the phase
* Motivate, challenge and support staff within the phase to enable them to achieve high 2 standards • Support the SLT in the monitoring of the quality of teaching and learning and children’s achievement, including the analysis of performance data
* Monitor and review assessment data from class teachers within the phase before submission deadlines to SLT
* Be responsible for behaviour management throughout the phase

**Efficient and Effective Deployment of Staff and Resources**

* In consultation with SLT, deploy people and resources efficiently and effectively within the phase to meet specific objectives in line with the school’s plan and financial context

**Additional responsibilities**

* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To carry out any other duties as may be reasonably requested by the Senior Leadership Team or Governing Body.
* Duties will inevitably develop and change over time and therefore employees should expect periodic variations to job descriptions.

**Monitoring and evaluation**

* Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with academy policy.
* Provide feedback to teachers and disseminate examples of excellent planning and teaching.
* Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.

**Other**

* Safeguard the health and safety of self and others in accordance with the academy’s Health and Safety Policy.
* Undertake decision making and policy development across the school.
* Lead team in ensuring effective communication with parents/carers, SLT, governors and the wider community.
* Attend and contribute to SLT meetings.
* Show a commitment to work outside directed time when required.
* Contribute to and provide evidence for the school Self-Evaluation Summary.
* Contribute and lead on specific areas of the School Development Plan.
* Implement and develop key initiatives across the school as required.
* Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

JOB CONTEXT

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold In particular, teachers at points UPS will:

* provide a role model for professional practice in the school
* make a distinctive contribution compared with other teachers
* contribute effectively to the wider team

**HOURS AND PAY**

* To be available for work for 195 days in any school year, specified by the Headteacher, of which 190 days shall be days on which he/she may be required to teach in addition to carrying out other duties.
* To be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available.
* To be allowed a break of reasonable length either between school sessions or between the hours of 12.00 noon and 2.00 pm.
* To work such additional hours as may be needed to discharge effectively his/her professional duties, including, in particular, marking work, writing reports, preparation of lessons, teaching material and schemes of work.

Non-contact time and additional pay awards will be decided in line with the school’s Single Plan (School Improvement Plan) and Performance Management achievement.

**REVIEW OF DUTIES**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.