

Post: Phase Leader LKS2 and Assessment
Scale: National Teachers Pay and Conditions + TLR 2C (£6,515)

General Responsibilities

INSPIRE children daily (or at least as often as possible).

THINK – 'If you always do what you've always done, you'll always get what you've always got,' Henry Ford.

Be prepared to challenge the status quo. We encourage creative, disruptive thinking; but this must be rooted in research and tracked carefully. 'We don't do things to be different; we do things differently when we know they work.'

BE AMBITIOUS – Strive, push, excel, be your best, and give 100% for every child: no excuses, no-one left behind.

ENJOY – If you can't come to work in a primary school and stand in front of 30 children with a smile on your face at least most of the time, you're probably in the wrong job.



Specific Responsibilities

Responsible for the Phase, working in close partnership with the Assistant Head Teacher, to lead on:

o Quality of teaching and learning
o Standards
o Formative and summative assessment
o Analysis of information to inform setting of priorities, next steps, and actions for improvement
o Pupil Premium
o Vulnerable children
o Mid-phase admissions
o Children currently working towards
o Appraisals
o Communication within the Phase
o Planning and managing educational visits, class assemblies, concerts and other special events
o Attendance
o SMSC, PSHCE, and preparing children for life in modern Britain
o Collective worship
o To be the lead teacher in the Phase, accountable to the senior management for maintaining and improving standards, supporting the work of the AHT for phase
o To lead on internal assessment, including the preparation of timely data reports for the Wider Leadership Team, Pupil Progress Meetings, and Local Advisory Board
o To carry out other duties required by the Head Teacher and the Deputy Head Teacher where related to this post.

Kensington Primary School Job Profile



Strategic Development of the School

o Use knowledge of local and national trends and initiatives to impact on outcomes for all pupils in the Phase and through leadership of assessment

o Contribute to building, communicating and implementing the core vision of the school

o In conjunction with the Senior Leadership Team and subject leaders, take responsibility for: planning, implementing, and evaluating the schools' development plan across the Phase and assessment

o Monitor and plan all interventions to support pupils across the Phase

Learning, Teaching, Attainment and Achievement

o Demonstrate and articulate high expectations across the Phase

o Assist the AHT in setting challenging targets for the Phase

o Monitor, evaluate and review classroom practice to promote strategies for improvement

o Challenge performance at all levels

o Ensure supportive follow-up using the Teacher Standards and school appraisal systems

o To line manage staff within the phase group

Leading Staff

o In conjunction with the Senior Leadership Team: build a collaborative learning culture within the school; actively engage with other schools and build meaningful learning communities for the Phase

o Develop and maintain effective strategies and procedures for staff induction, professional development and appraisal in the Phase

o Line management of the phase

o In conjunction with the Senior Leadership Team, develop and maintain a culture of high personal expectations for all, and take appropriate action when staff need additional support

Kensington Primary School Job Profile



Day-to-Day Management

o Be the lead for the Phase, ensuring effective teaching and learning and behaviour management, ensuring that this supports the work of the AHT
o Ensure that cover is arranged for break time duties/assemblies for the Phase
o Ensure all school policies are adhered to across the school for assessment
o Undertake joint planning and be responsible for a high standard of planning in the phase which reflects school policies
o Perform duties before, during and after the school day in the school's 8-6 delivery

Accountability

o In conjunction with the Senior Leadership Team: ensure individual staff accountabilities are clearly defined, understood, agreed and are subjected to rigorous review and evaluation
o In conjunction with the Senior Leadership Team: develop and present a coherent and accurate account of the school's performance to a range of audiences (governors, parents/carers, local authority etc.)
o Be accountable for behaviour and standards of the Phase
o Ensure effective lines of communication with parents are continued
o Be accountable for standards and progress of the Phase

Equality and Diversity

The Tapscott Learning Trust is an Equal Opportunity Employer. As a school, we are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.