Archdiocese of Birmingham

**ST. MARY'S CATHOLIC PRIMARY SCHOOL**

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*Headteacher: Mrs L. J Yorke M.Ed.*

***“TO LOVE GOD ABOVE ALL THINGS BY: LEARNING TOGETHER, LOVING OURSELVES, LOVING EACH OTHER, LOVING ALL PEOPLE,***

***LOVING LIFE ITSELF AND CONSTANTLY STRIVING FOR***

***EXCELLENCE WORTHY OF OUR GOD GIVEN GIFTS.”***

**KS1 Phase Leader (with TLR for Maths Lead) Job Description**

**Responsible to:** SLT

The post-holder will have responsibility of a KS1 class and the overarching KS1 Phase Leader role. In addition to those professional responsibilities that are common to all teachers in the school, the post-holder will ensure the smooth running of the KS1 phase and contribute to initiatives to improve/develop the subject of Maths whole school.

# **Main purpose**

* Outstanding classroom practitioner
* Implementing the school’s vision compellingly and supporting the strategic leadership of the school
* The day-to-day management and raising of standards within a phase
* Raising standards of teaching, learning and attainment in Maths
* Contributing to policies for achieving these aims and objectives
* Managing staff and resources

\**They may also be required to undertake any of the duties delegated from the senior leadership team.*

# **Duties and responsibilities of the Phase Leader**

Teaching, curriculum and assessment

Under the direction of the senior leadership team, the phase leader will:

* Implement systems, processes and policies so the phase operates effectively and consistently with other phases
* Lead Key Stage Assemblies, prayer and liturgy services
* Lead Phase Meetings
* Overview the planning for the phase, ensuring that short term, medium term and long term plans are in place, understood and resourced.
* Model and ensure high quality teaching across subjects in the phase
* Team teach and support teachers, where appropriate
* Monitor the school’s curriculum in the phase
* Monitor progress and achievement of pupils in the phase according to the school’s assessment policy, through lesson visits, book looks, pupil voice and data
* Analyse assessment information and data with senior leaders in order to improve progress

# **Standards of teaching, learning and attainment in Maths**

Under the direction of the senior leadership team, the subject leader will:

* Lead the development of maths in line with local and national requirements
* Monitor teaching and learning through lesson visits, book looks and talking with pupils.
* Provide feedback about the quality of lessons. Coach, mentor and team-teach as appropriate.
* Identify pupils who are under performing and ensure the delivery of appropriate support. Identify key staff to ensure support is put in place.
* Support School Development Planning
* Produce Subject Action Plans
* Develop and implement policies and initiatives
* Work with other phase leaders to support the development of Maths from EYFS to Year 6
* Liaise with other schools and agencies
* Audit resources and spend money effectively, managing a small budget
* Attend Senior Management meetings as required
* Contribute to Governor Meetings and reports as required

# **Other responsibilities**

School culture and behaviour

Under the direction of the senior leadership team:

* Uphold the Catholicity of the school and be an excellent role-model to others
* Contribute to a culture where pupils experience a positive and enriching school life
* Uphold eductional standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism in the phase
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care

Additional and special educational needs and disabilities

Under the direction of the SENDCO and senior leadership team:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities

Staff management and professional development

Under the direction of the senior leadership team:

* Manage staff well to meet deadlines whilst giving due attention to workload
* Identify the professional development needs of the staff
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the senior leadership team:

* Work with the governing board as appropriate
* Ensure that staff understand their professional responsibilities and are held to account
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the phase leader will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Phase Leader)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Headteacher)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Job description to be reviewed at least annually or when required