

THE PRIMARY FIRST TRUST

Phase Leader – Raising Standards Leader

Post Held	Teaching and Learning Responsibility - Phase
Salary Scale	M scale / UP as appropriate – TLR2
Purpose of Job	To support the development of the phase along with the Head Teacher specifically focusing on raising attainment and the quality of teaching and learning
Responsible to	Head Teacher and Governing Body
Professional Duties	<ul style="list-style-type: none"> As included in the class teacher job description
Specific Duties and responsibilities	<ul style="list-style-type: none"> To lead the phase as specified To assist and oversee the development of the curriculum for the phase To attend all relevant meetings to this role To oversee the process of peer coaching and teaching and learning development To lead phase meetings, take minutes and report back on specific, agreed agenda items To take a lead role in the implementation of the SDP To work with subject leaders on enriching and adapting the curriculum within the phase in order to enthuse and motivate the children To oversee the pastoral support provided for children within the year groups To oversee and monitor the target setting process To scrutinise the data produced within the Milestones Document and report to the termly Raising Standards Meeting regarding successes and any causes for concern To moderate assessments within the phase each term To liaise with parents and develop home-school links To liaise with the SENCo to ensure effective provision for all pupils To tackle issues relating to the quality of teaching and learning in conjunction with other senior members of staff To assist in the development of the learning culture throughout the school through supporting the identification and spread of good practice <p>Knowledge and understanding</p> <ul style="list-style-type: none"> Update colleagues with up-to-date information on how to improve the quality of teaching and learning within the phase and subject The latest information on effective assessment techniques within the wider curriculum Child protection procedures and knowledge of children's cases and issues of those on the child protection register Knowledge of the most recent thinking in terms of support for children with special needs – both SEMH and learning and work in conjunction with the SENCo. The most up-to-date information on how to improve the quality of teaching and learning <p>Monitoring, assessment, recording, reporting and accountability</p> <ul style="list-style-type: none"> To be accountable to the Head Teacher and governing body for the standards of teaching and learning within the phase To monitor the quality of teaching and learning within the school along with other members of the leadership team To report, as required, to the Governing Body and HT on the standards of teaching and learning, assessment, recording and reporting within the phase

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	<ul style="list-style-type: none"> • To contribute significantly to the preparation of school development plans, support their implementation and assist in their evaluation to monitor assessment and recording and reporting responsibilities within the phase • To monitor curriculum planning across the phase <p>Other professional requirements</p> <ul style="list-style-type: none"> • To lead by example in terms of involvement in paired teaching and coaching activities To support colleagues throughout the school as part of the leadership team • To provide a lead example in setting high expectations for all groups of children within the school
To whom responsible	Head Teacher
To work closely with	Head Teacher/Deputy Head Teacher/Inclusion/Class Teachers

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the pastoral care of the children in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.

Name of teacher:	Dated:
Signed:	Revision date: