



Our Lady of the Rosary Catholic Primary School

Westway, Peterlee, Co. Durham SR8 1DE

Tel. 0191 5862264: Fax. 0191 5182537

Acting Executive Head Teacher: Mrs. M. Graham

olotr@durhamlearning.net www.ourladyrosary.durham.sch.uk/



Bishop Chadwick
Catholic Education Trust

JOB DESCRIPTION

- POST TITLE:** Phase Lead Years 1 -3
with responsibility for a curriculum area across the school.
- GRADE:** Main scale/UPS plus TLR2
- RESPONSIBLE TO:** The Acting Executive Head teacher

Overall Objectives of the Post:

To lead change in Teaching and Learning across the school and to take a lead role in line with New Curriculum developments.

The essential quality of a school phase leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement.

- Managing professional development and review.
- Organising and implementing the curriculum.
- Liaison with the local community, the home and other agencies.
- Monitoring and evaluating standards of teaching and learning.
- Organising and managing day to day procedures to enable the smooth running of the Key Stage.
- Leading and managing a curriculum area across the school.

Job Purpose:

- To co-ordinate and evaluate teaching and learning within Years 1 - 3 and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
- To coordinate and evaluate an identified curriculum area across the school to ensure continuity and progression.
- To make strategic evaluations of personnel issues as a supportive and well motivated team member.

The main areas of responsibility and the assigned duties are specified below.

This is a senior post within the school's Leadership Group. The post holder will ensure the smooth running of the Phase and the identified curriculum area across the school and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Acting Executive Head teacher.



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Teaching and Learning

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the executive head teacher for co-ordinating the work of the Phase, leading the Curriculum area and supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning in the Phase and in a curriculum area across school, in line with the school policies. This may include lesson observations, monitoring of short- and medium-term planning and scrutiny of pupil's work.
5. To review long term planning in the phase and in the identified curriculum area across school to ensure coverage, progression and a range of learning experiences across the school.
6. To liaise with the Key Stage 2 Co-ordinator to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from KS1 to KS2.
7. Take overall responsibility for the pastoral care of pupils in the phase.
8. Ensure the phase planning is effectively carried out and ensure pupils' individual needs are being met.
9. To monitor the standards of behaviour and achievement within their year group and across the phase to ensure continuity and progression.
10. Set appropriate expectations for phase staff and pupils in relation to standards of pupils' achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils' achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
11. Supporting allocated staff to meet Performance Management targets.

Recording and Assessment

1. Have input into the target setting process for raising achievement in a subject area and for Phase pupils and feedback to the Head teacher.
2. Monitor progress in a subject area across school and Phase and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor curriculum area planning across school and Phase planning to ensure individual needs are being met.

Leadership

1. Support the Acting Executive Head Teacher in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the Head teacher to enhance the curriculum area and Phase.
3. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Attend Leadership Team meetings as required, and report back to staff when necessary.



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5. Be a strong advocate for change and champion school improvement.
6. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
7. Establish good relationships, encourage good working practices and support and lead teachers.
8. Plan, organise and chair phase meetings as appropriate in order to ensure school policies and practices are being implemented.
9. Liaise with support staff in relation to the subject area and timetables within the Phase and outside agencies.

Standards and Quality Assurance

1. Support the aims and Catholic ethos of the school.
2. Liaise with the Interim Advisory Board, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the Trusts behaviour code and uniform regulations.
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links within the Trust, Governors, LEAs and neighbouring schools.

People and relationships

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
3. Manage innovation and change.
4. Work collaboratively.
5. Manage and develop effective working relationships with all staff in the school.

Human and material resources and their development and deployment

1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.
2. Contribute to the audit of staff development and training needs and the provision of effective CPD.
3. Ensure support and training during the induction of new staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school and within departments.
5. Ensure the school environment enhancing English across school and within Key Stage 2 is structured for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
6. Manage the resources for a specific subject area or a whole school aspect – to be agreed.



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Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Executive Headteacher and accept any reasonably delegated additional responsibility from the Executive Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.