



# 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

[office@ourladyrosary.org.uk](mailto:office@ourladyrosary.org.uk) [www.ourladyrosary.durham.sch.uk/](http://www.ourladyrosary.durham.sch.uk/)

## Our Lady of the Rosary Primary School

### JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>POST TITLE:</b>     | KEY STAGE 2 PHASE LEAD<br>With a whole school responsibility for a core curriculum and teaching and learning. (Initially Mathematics) |
| <b>GRADE:</b>          | Main scale/UPS plus TLR2b   |
| <b>RESPONSIBLE TO:</b> | The Acting Executive Head teacher   |

### Overall Objectives of the Post:

To lead change and develop 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 phase.
- Contributing and supporting the well being of all pupils and the staff within school and across the phase.
- Leading and managing the core Curriculum area and teaching and learning across the school.

### **Job Purpose:**

- To co-ordinate and evaluate teaching and learning within Phase 2 and to liaise and support other members of the Leadership Team, to ensure continuity and progression throughout the curriculum and school.
- To coordinate and evaluate a core 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 Middle Leadership Group. The post holder will ensure the smooth running of the Phase, a core area across the school and contribute to initiatives to



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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.

## 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 core 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 Phase 2 and in a core area across school, in line with the school policies. This will include, monitoring through the five strands approach in school and through cross moderation in schools across the Trust.
5. To liaise with the Phase 1 lead to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from EYFS to KS2.
6. Take overall responsibility for the pastoral care of pupils in Phase 2.
7. To monitor the standards of behaviour and achievement within their year group and across Phase 2 to ensure continuity and progression.
8. Set appropriate expectations for 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.
9. Supporting allocated staff to meet Performance Management targets, to support and professionally challenge in order to hold staff to account.

## Recording and Assessment

1. Have input into the target setting process for raising achievement in a core area and for Phase 2 pupils and feedback to the SLT.
2. Monitor progress in the core area across school and Key Stage 2 and ensure appropriate co-ordinator action plans are being implemented.
3. Monitor in line with five strand approach across school and Phase 2 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 your post.
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.
5. Be a strong advocate for change and champion school improvement.



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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 2 meetings as appropriate in order to ensure school policies and practices are being implemented.
9. Liaise with support staff in relation to the role, Phase 2 and outside agencies.

## **Standards and Quality Assurance**

1. Support the aims and Catholic ethos of the school.
2. Liaise with the Interim Advisory Board, Governance Committee when established and 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 and support work load and well – being.
5. Manage and develop effective working relationships with all staff in the school.

## **Human and material resources and their development and deployment**

1. 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, ECT mentoring 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 the core responsibility across school and within Phase 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.

## **Additional Duties**



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- 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.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.