



Headlands C of E (C) Junior, Infant and Nursery School 'Growing a loving, happy and Flourishing Community'

JOB DESCRIPTION - Key Stage 1 Phase Leader (TLR)

Job details

Salary: MPS/UPS plus TLR2b

Contract type: Full-time, Permanent

Main purpose

The Key Stage 1 (KS1) Phase Leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work to improve learning standards and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As KS1 Phase Leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice. They will work closely with the senior team and other phase leaders to promote consistency and a strong sense of community.

The key stage leader will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD, including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

The post holder will also be expected to provide subject leadership of a core subject and/or lead on a whole school initiative.

Duties and responsibilities

Strategic development

- Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- Set high expectations for all pupils in KS1, and inspire and motivate staff and pupils to reach and maintain high standards
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in KS1 learning
- Provide guidance and support to staff within the key stage, working in partnership with parents and the community, keeping them informed and involved in pupils' learning

Teaching and learning

- Show an understanding of the school's current systems for recording pupil progress within the key stage
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Maintain high expectations of all pupils. Encourage high standards of pupil conduct, built on the school rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Uphold and promote the School's relational approach, including emotion coaching and trauma informed practice.

Leading and managing staff

- Establish short-, medium- and long-term plans for developing and resourcing the KS1 curriculum
- Develop the school's approach to assessment within KS1, and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new key stage staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within KS1, (e.g. through observations, analysing performance data, etc.)

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- Attend meetings according to school policy, and lead where required
- Lead whole school and key stage collective worship
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Other areas of responsibility

- Leadership of a curriculum area
- Provide leadership of whole school initiatives

Headlands C of E (C)JIN School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ Qualified teacher status ➤ Evidence of professional development relevant to this role
Experience	<ul style="list-style-type: none"> ➤ Teaching within the primary phase, including evidence of outstanding teaching directly linked to KS1 delivery ➤ Team leadership, including during school development and/or improvement ➤ Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight ➤ Developing and delivering staff development programmes ➤ Implementing teaching and learning strategies to improve quality and pupil attainment ➤ Leadership of a curriculum area
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery ➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff ➤ Excellent communication and organisational skills ➤ Good IT skills ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	<ul style="list-style-type: none"> ➤ High expectations for all pupils and belief in bringing out the best in all ➤ Commitment to upholding and promoting the ethos and values of the school ➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to equality

This job description may be amended at any time in consultation with the postholder.

Last review date: May 2023

Next review date: May 2024

Line manager's signature: _____

Date: _____

Postholder's signature: _____