

**Phase Leader (Early Years)**

**Job Description**

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| **Pay Scale/Grade:** | Main/Upper Pay Scale + TLR 2 |
| **Reports to:** | Headteacher |
| **Responsible for:** | Early Years Teaching Staff; Early Years Support Staff |
| **Liaison with:** | EYFS Teaching Staff, EYFS Support Staff, Staff in other phases, Headteacher, Senior Leadership Team, Pupils, Parents/Carers, |

1. **JOB OUTLINE**

In addition to the responsibilities of class teacher, as set out by the class teacher job description and the school teachers’ pay and conditions document, the holder of this post is expected to carry out the professional duties of a TLR post holder with the responsibilities as described below, as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.

**1 a) REASON JOB EXISTS AND PURPOSE**

* To lead and manage the phase team to provide high quality learning for all children within a secure, happy and caring environment.
* To liaise effectively with the senior leadership team (SLT) to ensure consistency of approach in teaching and learning and the highest quality of education for all its pupils.
* To contribute to, and promote, the vision, culture and ethos of the academy.

**1 b) MAIN AREAS OF RESPONSIBLITY**

**Leading, developing and enhancing the teaching practice of others**

* Lead and enable staff in planning, teaching and evaluation of teaching which enthuses and engages children in learning and ensures that high standards are recognised, valued and maintained in all areas of the curriculum.
* Lead a core subject across the academy.
* Work with teaching staff to promote best and innovative practice to enrich the range of teaching and learning styles in the school.
* Provide an excellent role model for pupils and for staff, by classroom practice that sets a standard for other teachers to emulate.
* To liaise with staff and parents to support positive well-being and good behaviour across the phase.
* To be a strategic and supportive member of the wider senior leadership team.
* Provide guidance to staff in marking and assessment for learning and standards expected.
* To support colleagues to create a stimulating environment for learning.
* To take an active role within the academy’s Appraisal policy in addition to supporting and promoting continuous professional development to ensure effectiveness and development of all staff.

**Management responsibility**

* Organise and hold regular phase meetings to ensure good communication, consistency in practice and good pupil progress.
* To promote the maintenance of a tidy, well ordered area for your phase, which supports and reinforces learning.
* Update teachers of changes to academy policy and ensure they are implemented effectively.
* Liaise closely with staff and other professionals so that they are able to make a significant contribution to teaching and learning in the phase.
* Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the ‘handover’ of relevant documents.
* Induct, support and monitor new staff within the phase.

**Monitoring and evaluation**

* Ensure that planning, assessment, target setting, recording and reporting systems are implemented in line with academy policy.
* Provide feedback to teachers and disseminate examples of excellent planning and teaching.
* Monitor standards across the phase through observation, assessments, moderation and data analysis, and use this information to action required support – including setting targets for continuous improvement.

**Other**

* Safeguard the health and safety of self and others in accordance with the academy’s Health and Safety Policy.
* Undertake decision making and policy development across the school.
* Lead team in ensuring effective communication with parents/carers, SLT, governors and the wider community.
* Attend and contribute to SLT meetings.
* Show a commitment to work outside directed time when required.
* Contribute to and provide evidence for the school Self-Evaluation Summary.
* Contribute and lead on specific areas of the School Development Plan.
* Implement and develop key initiatives across the school as required.
* Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

**1 c) EQUALITIES**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**1 e) DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy’s and Hertfordshire County Council’s pre-employment checks.

**1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices.

***\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

**2.** **ORGANISATION CHART**

***Head Teacher***

***Senior Leadership Team (including Phase Leaders and School Business Manager)***

***Teaching Staff Teaching Assistants Administrative and Premises Staff***

**3.** **SUPERVISION**

The jobholder is managed by the Headteacher and is a member of the school’s Senior Leadership Team.

The jobholder manages and leads a team of staff across the Early Years Phase in the academy.

**4.** **JOB CONTEXT**

The Early Years Phase Leader will be part of a wider senior leadership team, comprising of other phase leaders for different phases of the school.

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UPS will:

* provide a role mode for professional practice in the school
* make a distinctive contribution compared with other teachers
* contribute effectively to the wider team.

**5.** **CONTACTS**

The jobholder will work with all members of staff in the academy and have contact with parents, governors and the Academy Trust.

**6. JOB ENTITLEMENTS**

* 10% release time for Planning, Preparation and Assessment.
* Additional release time for coaching, mentoring and phase leader responsibilities.
* Access to training and staff development according to personal development needs and the needs of the academy
* High quality whole-school INSET, as well as various other continuing professional development on an on-going basis
* Annual Performance Appraisal and reviews

**7. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**8. REVIEW OF DUTIES**

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague ……………………………………………… Date ……………………………..

Signed Headteacher ………………………………………………………….. Date …………………………….