



Job Description: Phase 3 & Core Subject Leader

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Phase 3 Leader (Y4, Y5 & Y6) & Core subject (English or Maths)

Job Purpose:

The role of Phase and Core Subject Leader is a key position within our Senior Management Team. You will be responsible for the safeguarding and the day today leadership of your phase. You will also be responsible for the quality of teaching and learning and standards, and will promote the school ethos and values in your everyday practise.

As English or Maths Leader, you will lead the development of the English or Maths curriculum, supported by the SLT and the Trust, and ensure quality resources are used effectively, in order to achieve high quality outcomes for our children.

The Phase / Core subject leader will undertake all the professional duties of a teacher, under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, Teacher Standards and under the reasonable direction of the Headteacher.

Duties and responsibilities:

Key Duties of the Phase Leader

- To promote and maintain the school ethos and values.
- To teach in Phase 3 as directed by the Headteacher.
- Play a key role in the Senior Management Team, supporting the implementation and monitoring of teaching and learning.
- Play an important role in promoting and maintaining good behaviour across the school, in line with the Trust Behaviour policy and school procedures.
- As a deputy DSL, promote health and safety of self and others, along with implementing a strong safeguarding ethos, in accordance with school policy / procedures.
- Communicate effectively with colleagues, children and parents in Phase 3, to ensure the efficient day-to-day running of the phase.
- To have an excellent understanding of assessment data within your phase, and to identify gaps in learning.
- Undertake the role of Appraisal / Performance Management Reviewer, under the guidance of the Senior Leadership Team.

Key Duties of the Core Subject Leader

- To model high quality teaching within your own classroom practice.
- To maintain an up to date understanding of current research within the subject you lead.
- To effectively lead professional development, ensuring colleagues have the necessary skills to ensure children make excellent progress, in the subject you lead.
- To promote your subject and inspire colleagues across the school to deliver high quality teaching and learning.
- To support the Senior Leadership Team in monitoring teaching and learning, along with standards of achievement and progress.
- To have an excellent understanding of assessment data across the school, for the subject you lead.
- To support moderation both across the school and within the Multi Academy Trust, ensuring the accuracy of teacher judgements.

Other duties

- To assist in the recruitment process of new staff
- To support the induction of new staff
- To raise standards in teaching and learning across the Phase with the support of other senior leaders
- Co-ordinate and manage pupil assessments within the Phase, including all statutory requirements, lead Phase staff in moderations to ensure the accuracy of judgement
- To identify and implement appropriate interventions to close gaps and further support teaching and learning.
- To develop a rapid achievement plan (RAP) with phase staff and be responsible for delegating specific actions and responsibilities to other staff in light of experience and grade. Monitor the work of the team and review and assess the impact of the plan at regular intervals.
- Assist the SLT in ensuring parents and pupils are well informed about developments in the Phase.
- To manage the pastoral well-being of pupils liaising with parents and other professionals
- Liaise with other Phase Leaders to co-ordinate and organise events such as concerts, visitors, special assemblies etc.
- Manage the budget allocated to the Phase/subject area;
- Ensure that resources in the Phase are maintained at a level and in a way to deliver the curriculum effectively;
- Work closely with the school administrative team to ensure that admissions and induction arrangements run smoothly;
- Be involved in the organisation, planning and delivery of assemblies as and when necessary.
- To promote a bright and purposeful learning environment, celebrating children's work and supporting learning, both in inside and outside the classroom.

- Lead by example, developing teamwork, mutual support and collaboration of colleagues and motivation of staff
- Identify the emerging talent of staff and mentor / coach and support the professional development of staff within the phase.
- Be prepared to contribute to the wider life and ethos of the school, to work with other staff on school trips / residential visits etc
- There may be, from time to time, additional duties as required by the Head teacher, that are commensurate with the role of Phase and Core Leader.

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.