



### Job description

Job title	Class Teacher and Phase Leader for EYFS	Grade	MPS/UPS + TLR2B
School	Nightingale Primary School		
Reports to	Assistant Headteacher		
Responsible for	Class Teachers within Phase (2 year groups)		
Purpose of job			
<ul style="list-style-type: none"><li>➤ The phase leader will be responsible for providing leadership and management of their designated phase, delivering high-quality teaching and effective use of resources. They will work to improve learning standards, achievement and behavior and attitudes for all pupils, while also carrying out their duties as a classroom teacher. They will be supported by the member of the SLT with responsibility for their phase.</li><li>➤ As a phase leader, they will contribute to whole-school self-evaluation and school improvement planning, and be responsible for supporting and developing staff within the key stage. They will offer guidance and support to phase staff, modelling best practices and showing up-to-date knowledge of current theory and practice.</li><li>➤ They will also have membership of a Working Party (STEM, Curriculum or English) and provide leadership for a relevant curriculum area through this. They will be supported by the member of SLT responsible for this working party.</li><li>➤ 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.</li></ul>			
Main duties and responsibilities			
Strategic development <ul style="list-style-type: none"><li>➤ Contribute to strategic decision making, working with SLT to share expertise and insight, and help shape the school’s vision</li><li>➤ Set high expectations for all pupils in their phase, and inspire and motivate staff and pupils to reach and maintain high standards</li><li>➤ Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in learning</li><li>➤ Provide guidance and support to staff within the phase, working in partnership with parents and the community, keeping them informed and involved in pupils’ learning</li></ul>			
Teaching and learning <ul style="list-style-type: none"><li>➤ Show an understanding of the school’s current systems for recording pupil progress within the phase</li><li>➤ Oversee the use of Nightingale schemes of work and their delivery, and measure impact on teaching and learning</li><li>➤ Work with other teachers within the phase and the working party to review the curriculum and make sure there is continuity and progress</li></ul>			

### **Leading and managing staff**

- Contribute to short-, medium- and long-term plans for developing and resourcing the phase
- Work with the Assessment Lead to develop the school's approach to assessment within the phase, and lead strategy to improve the quality of teaching and learning
- Take a leading role in inducting new phase staff and making sure they uphold expected values and teaching standards
- Work with the SLT and members of working parties to monitor the quality of teaching and learning within phase, (e.g. through observations, analysing performance data, etc.) and have an overview of standards within the phase.

### **Behaviour and Attitudes**

- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged
- Model best practice for the development of outstanding behaviour and attitudes amongst pupils and support phase with development of this.
- Contribute to the school's processes for maintaining high standards of attendance by all pupils

### **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 assemblies as required
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)
- Manage and monitor budgets within your area

### **Other areas of responsibility**

- See JD and PS for Curriculum Leader for roles and responsibilities associated with Working Party Membership.

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.

### Person specification

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School	Nightingale Primary School		
<b>Qualifications and training</b> <ul style="list-style-type: none"><li>➤ Qualified teacher status</li><li>➤ Evidence of professional development relevant to this role</li></ul>			
<b>Experience</b> <ul style="list-style-type: none"><li>➤ Teaching within the primary phase, including evidence of outstanding teaching</li><li>➤ Leading and developing other teachers, including evidence of improving teaching standards</li><li>➤ Experience of the development and oversight of a whole school or phase initiative</li><li>➤ Developing and delivering staff development e.g. leading CPD</li><li>➤ Implementing teaching and learning strategies to improve quality and pupil attainment</li></ul>			
<b>Skills and knowledge</b> <ul style="list-style-type: none"><li>➤ Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery</li><li>➤ Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li><li>➤ Excellent communication and organisational skills</li><li>➤ Good IT skills</li><li>➤ Effective communication and interpersonal skills</li><li>➤ Ability to communicate a vision and inspire others</li><li>➤ Ability to build effective working relationships with staff and other stakeholders</li></ul>			
<b>Personal qualities</b> <ul style="list-style-type: none"><li>➤ High expectations for all pupils and belief in bringing out the best in all</li><li>➤ Commitment to upholding and promoting the ethos and values of the school</li><li>➤ Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>➤ Ability to work under pressure and prioritise effectively</li><li>➤ Commitment to maintaining confidentiality at all times</li><li>➤ Commitment to equality</li></ul>			
<b>Other job requirements:</b> <ul style="list-style-type: none"><li>➤ Enhanced DBS check</li><li>➤ Social media check</li></ul>			

#### Notes:

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

**Last review date:** July 2024