Job Description

KS2 Phase Leader

The School Teachers’ Pay and Conditions Document 2018 sets out the overriding requirements of the role and responsibilities of all Teachers.

Job Purpose and Objectives
In addition to the standard classroom teacher roles and responsibilities, the post holder will be accountable for the leadership and management of the KS2 phase of the school, by...

- Supporting the Catholic and LaSallian Mission of the School: its values, its liturgical and spiritual life, ensuring that decisions and actions are in keeping with the teachings of the Gospel and the Catholic Church
- Leading the continued development of the KS2 Curriculum in collaboration with staff
- Developing high quality pedagogy across the Phase, leading to highest standards of pupil achievement
- Assisting the Head of the Primary Phase in ensuring that objectives set out on the School Improvement Plan are met across KS2. The role will change over time to always reflect the current needs and concerns of the school.
- Supporting the pastoral life of school, including working with parents and other agencies as required
- Assisting with the development of prospective teachers and NQTs.

The responsibilities specified in the following job description are in accordance with those specified in the School Teacher’s Pay and Conditions Document, which a School Teacher is required to perform. The post holder will be expected to manage all aspects of teaching within the overall educational aims of the school, set within the context of the School Mission Statement and with due regard to its Catholic character, and establish and maintain the highest quality possible of teaching and learning.

Line Manager: Head of Primary Phase

Key Responsibilities as KS2 Phase Leader

Faith Life of the School
- To lead prayer and worship.
- To ensure that the curriculum reflects the teaching and practice of the Church.
- To ensure that children are treated with respect and dignity as children of God.

Curriculum
- To implement our all-through school vision for the kinds of learners we want to create.
- To collaborate with staff through-out the school, drawing on the expertise of colleagues, to create a relevant, engaging and vibrant curriculum.
- To keep up-to-date with developments relating to KS2.
Pedagogy

- To assist the Head of the Primary Phase in leading, motivating and enabling staff to provide the highest possible standard of education for all pupils.
- To develop and enhance the practice of all colleagues working with pupils in KS2.
- To support the operation of the school’s Performance Development process, advising about salary and upper pay range progression.
- To support the development of prospective teachers and NQTs, including liaising with external providers and reporting on professional progress.

Shaping the future

- To support the school in its cycle of school improvement planning and evaluation.
- Oversee the recording and evaluation of children’s progress across KS2.
- To address any areas of under-achievement in KS2.
- Contribute to the identification of next steps for whole-school improvement, with a particular focus on what needs to be further developed in KS2.
- To seek the views of children, parents and other stakeholders.

Pastoral Care

- All teachers are responsible for ensuring that, under their duty of care, any child protection concerns are reported to one of the designated child protection staff: Mr Spackman (Safeguarding Lead), Mrs Sue Haynes (EWO) and Miss Elizabeth Wogan.
- To manage the smooth transition of children into KS2 and onto KS3.

All of the above will be in accordance with school policies and procedures as stated in the School Handbook.

This job description can be amended at any time, according to the changing priorities of the School as identified in the School Improvement Plan and in consultation with the post holder.

Additional Information

**NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his/her representative.

Support for the School

To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
To contribute to overall ethos, work and mission statement of the school
To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Signed ....................................................... Post Holder  Date

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

Agreed:
Review: