



St. Peter's Catholic Primary School
Horton Road
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GL1 3PY

Headteacher: Mrs C. Baron
Chair of Governors: Mr J. Evans

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JOB DESCRIPTION
KEY STAGE TWO PHASE LEADER

Name of teacher:

Role: Key Stage 2 Phase Leader

Person to whom teacher is directly responsible:

Class Teacher Job Description – Please see separate document

KS2 Phase Leader Responsibilities

Purpose

1. To lead the staff of the Phase team to ensure high quality teaching, effective use of resources and the highest standards of learning and achievement for all pupils
2. To liaise effectively with senior colleagues to ensure consistency of approach in teaching and learning across the school
3. To promote the vision, culture and ethos of the school

Key Responsibilities

To be an excellent role model at all times for pupils and staff ensuring that you guide and support them in all areas of school life, especially our Catholic ethos, and by leading, developing and enhancing the teaching practice of others by setting high standards and always maintaining a positive outlook.

- To work collaboratively with Phase Leaders and the Deputy Headteacher to communicate effectively and ensure:
 - Full support for the Catholic ethos, including daily Act of Worship, the Core Values and the teaching of the RE scheme 'God Matters'.
 - Comprehensive coverage of Key Stage 2 curriculum to enable all children, including those with SEN and linguistic needs, to have access to an exciting, diverse and dynamic curriculum.
 - Continuity of planning, assessment and target setting across Key Stage 2 and linking where appropriate with the relevant other phases which will result in high standards for all pupils.

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- Development of the creative curriculum and sharing of expertise by assigning areas of responsibility within phase team and facilitating continuity and quality of provision with other phases.
- Quality teaching and learning within phase by monitoring lessons, undertaking regular scrutiny of children's work, evaluating assessment records for phase, and liaising with other phases on transition arrangements at suitable points in the academic year.
- To organise and lead meetings with the Phase Team as appropriate.
- To organise & update long /medium and short term planning and ensure coverage of NC within the spirit of Excellence and Enjoyment.
- To monitor & evaluate Phase Team planning.
- To attend Senior Leadership Team meetings.
- To be responsible for discipline, behaviour and PSHE of Phase Team.
- To be an exemplar to the Key Stage 2 team by leading, developing and enhancing the teaching practice of others and impacting on pupils' educational progress.
- To be responsible for assessment and target setting and feed into school tracking system.
- To manage TAs, parent helpers and students working in the Phase Team.
- To report to the LA, SIP, Governors, SLT and/or staff as applicable.
- To work alongside the Deputy Headteacher to organise timetabling of assemblies and duties that directly affect KS2.