



## Key Stage 1 Phase Leader - Job Description - Maternity Cover

We are committed to creating a diverse and inclusive workplace. We welcome applications from all individuals, regardless of age, gender, disability, ethnicity, religion, sexual orientation, or background. We are dedicated to safeguarding and promoting the welfare of children, and all applicants will be subject to an enhanced DBS check.

### Job details

- **Salary:** TLR 2.1
- **Hours:** 32.5 per week (or contracted hours)
- **Contract Type:** Permanent
- **Reporting to:** Senior Leadership Team
- **Responsible for:** Key Stage 1 teaching staff and support staff

### Main Purpose

The Key Stage 1 Phase Leader will provide strategic leadership and management for the Key Stage 1 curriculum, ensuring high-quality teaching, learning, and pupil outcomes. They will support, inspire, and challenge staff while maintaining a strong commitment to the school's vision, values, and ethos.

This role includes classroom teaching responsibilities while also leading on assessment, curriculum development, and staff development within Key Stage 1. The Phase Leader will play a key role in school self-evaluation and improvement planning, fostering a positive learning environment where all pupils can thrive.

### Key Responsibilities

#### Strategic Leadership

- Lead the development of Key Stage 1 in alignment with the whole-school improvement plan.
- Set high expectations for pupil progress and attainment, monitoring outcomes and identifying areas for improvement.
- Develop and implement strategies to close attainment gaps and support diverse learning needs.
- Ensure effective transition from EYFS to Key Stage 1 and from Key Stage 1 to Key Stage 2.
- Contribute to the development of whole-school policies and practices, particularly in relation to teaching, learning, and assessment.

#### Teaching and Learning

- Model outstanding teaching practices, providing guidance and support to teachers to enhance their pedagogy.
- Oversee planning and delivery of the Key Stage 1 curriculum, ensuring consistency and progression.
- Support the development of engaging, inclusive, and differentiated teaching approaches.
- Monitor and evaluate the quality of teaching and learning, using data analysis to inform interventions and support staff development.
- Implement effective assessment strategies to track pupil progress and ensure high standards.

#### Staff Leadership and Development

- Lead, mentor, and support Key Stage 1 teachers and teaching assistants to ensure high-quality classroom practice.
- Provide professional development opportunities, including coaching, training, and performance management.
- Promote collaboration and sharing of best practices among staff.

- Lead Key Stage 1 team meetings, ensuring clear communication and shared goals.
- Support early career teachers (ECTs) and new staff in their induction and professional development.

### **Pastoral and Behaviour Support**

- Foster a positive and nurturing learning environment where pupils feel safe, valued, and motivated.
- Support staff in managing behaviour effectively and implementing school-wide behaviour policies.
- Work closely with parents and carers to ensure strong home-school relationships and engagement.
- Liaise with external agencies where necessary to support pupil wellbeing and learning needs.

### **General Duties**

- Actively contribute to whole-school leadership and decision-making.
- Monitor and manage Key Stage 1 budgets and resources.
- Lead and organise Key Stage 1 assemblies and events.
- Represent Key Stage 1 at leadership meetings and report on progress and developments.
- Keep up to date with national and local education initiatives and ensure best practice within the phase.

## **Person Specification**

### **Qualifications and Training**

- Qualified Teacher Status (QTS).
- Evidence of professional development relevant to this role.

### **Experience**

- Proven success in teaching within the primary phase, particularly Key Stage 1.
- Experience in leading a team or contributing to school development and improvement.
- Experience in using assessment data to inform teaching and raise standards.
- Experience in mentoring and coaching colleagues.

### **Skills and Knowledge**

- Strong understanding of the Key Stage 1 curriculum, pedagogy, and assessment strategies.
- Excellent communication, organisational, and leadership skills.
- Ability to inspire and motivate both staff and pupils.
- Confidence in using and analysing data to inform decision-making.
- Ability to manage change effectively and implement school improvement initiatives.

### **Personal Qualities**

- High expectations for all pupils and a commitment to their success.
- Passion for teaching and learning, with a commitment to professional growth.
- Strong interpersonal skills and ability to build effective relationships with colleagues, pupils, and parents.
- Ability to work under pressure, prioritise tasks, and meet deadlines.
- Commitment to upholding the values and ethos of the school.

This job description may be subject to review and amendment in consultation with the postholder to meet the needs of the school.