



EY / Key Stage 1 Phase Leader – Job Description

The post-holder reports to the Head of School or the Executive Headteacher in all matters.

The post-holder is expected to interact, on a professional level, with colleagues, in order to ensure excellent provision for all pupils within Early Years, Years 1 and 2, and work collaboratively with other phase leaders and senior leaders, including the SENCO.

Description of responsibilities

	Responsibilities
1	Provide a role-model for excellence in teaching and lead by example, demonstrating a willingness to model and share excellent practice, in-line with school policies.
2	Ensure that teachers and support staff within the phase are kept informed and up-to-date on current theory and education practice.
3	Ensure that standards of teaching and learning are consistently high through monitoring, supporting, mentoring and the coaching of staff.
4	Lead team meetings that focus on actions that result in the effective running of the school phase, as demonstrated through pupil progress and attainment.
5	Champion the needs of pupils at risk of underachievement (including those pupils who are more able) and support team members in ensuring that the provision is highly effective.
6	Manage the use of resources across the key stage, ensuring value for money and the needs of pupils and staff are always taken into consideration.
7	To report to the Executive Headteacher and Head of School, senior team, LAB members and the Trust on standards across the key stage, through monitoring activities, including assessment data, lesson observations, work scrutiny, pupil voice and other relevant activities.
8	Lead the implementation of the assessment timetable to ensure statutory and non-statutory assessments result in the collection of accurate data.
9	Plan and lead effective transition at key points within the phase including, where necessary, meetings with parents and carers.
10	Lead training for the phase and the whole school, where appropriate.

11	Contribute to the effective leadership and management of the school and attend SLT meetings.
12	Provide guidance and support to teachers to ensure the smooth operation of early years and key stage one

In addition, the post is subject to compliance with;

- 1) School policies, guidelines and procedures.
- 2) AAT policies.
- 3) National Professional Standards for Teachers
- 4) All teachers have a responsibility for providing and safeguarding the welfare of children and young persons h/she is responsible for or comes into contact with.

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