



Job Description

Post title	Year Team and Phonics Leader
Salary and range:	MPS or UPS with TLR2C in line with the School Teachers' Pay and Conditions Document

Main Responsibilities to include:

- Working closely with the Assistant Headteacher for the phase, developing, organising and coordinating the leadership and management of the Year group
 - Take the lead in tracking the progress of pupils across the school and regularly regroup intervention and teaching groups to ensure children make sustained progress
 - Support teachers in using phonics and pupil data to inform their teaching, ensuring that data drives decisions about regrouping, and intervention strategies
 - Observe phonics teaching across the school and provide coaching to ensure consistency in the delivery of high-quality phonics instruction
 - Lead phonics related parental engagement initiatives, including delivering phonics workshops for parents to support their child's reading development at home
 - Oversee preparation for the Phonics Screening Check, ensuring that staff are well-prepared to support pupils and track their progress in line with national expectations
 - Teaching duties as a full-time class teacher
 - Promoting and safeguarding the welfare of pupils within the school and in particular the classes within their remit
 - Working closely with the Assistant Headteacher, Headteacher and Deputy Headteacher in developing and implementing an effective Behaviour Policy
 - Liaison with the Assistant Headteacher to ensure patterns of good attendance and punctuality are established and maintained in their Year group
 - Carrying out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including adherence to School policies.
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Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document. Teachers should also meet the Teacher Standards (2021). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

Shaping the future

- Establish effective measures for progress and achievement across all classes in the Year
- Lead by example, especially when implementing change and improvements in standards, and in modelling school policies and practices
- Promote the aims and vision of the school, offering guidance, support and challenge to colleagues
- Promote a culture of inclusion within the school community where all views are valued
- Play a leading role in the general life of the school; e.g. special events, visits, assemblies etc.



Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Assistant Headteacher to raise standards through staff performance management, as outlined in the school's staffing structure
- Provide training and support for all staff as required
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, and assessment for/of learning
- Support the development of the curriculum by reviewing the learning outcomes for all children
- Be responsible, with the Assistant Headteacher, for the process involved in monitoring and evaluating the quality of teaching and learning taking place throughout the Year group/school, including lesson observations, work scrutiny, data analysis and target setting
- Be responsible, with the Assistant Headteacher and SENDCO, for ensuring that all pupils requiring specific monitoring or support are appropriately managed to access the curriculum
- Promote the active involvement of pupils in their learning
- Promote and protect the health, safety and welfare of pupils and staff within the Year group
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Contribute to the school's ethos and vision when planning and delivering the curriculum
- Support the development of collaborative approaches to learning within the Year group, school and beyond
- Organise and support the induction of staff and pupils new to the Year group and those being trained within it
- Participate in the selection and appointment of teaching and support staff, including overseeing the work of supply teachers, as required
- Be a good role model for both staff and pupils in terms of being a reflective practitioner and demonstrating a desire to improve and learn

Managing the Year

- Lead and manage the Year group
- Be an effective member of the middle leadership team
- Contribute to the day-to-day effective organisation and running of the Year group including communications with parents.

Securing accountability

- Support the staff in fulfilling their responsibilities with regard to assessment & standards
- Contribute to the reporting of the school's performance to the school's community and partners

Strengthening the community

- Assist the Assistant Headteacher in developing and improving positive communication channels within the school community
- Attend meetings with parents and carers, as appropriate, to ensure positive outcomes for all parties
- Strengthen partnership and community involvement
- Promote relationships and work with colleagues in other schools and external agencies



Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- To promote the school’s visions “Learners today, leaders tomorrow” and the school’s core values; respect, responsibility, resilience, honesty, generosity and self-belief
- Perform any reasonable duties as requested by the Headteacher

Additional Responsibility

The additional area of responsibility shall be discussed with the Headteacher and a Job Description will be outlined once this has been mutually agreed.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. No aspect of it will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

This job description should be read alongside the range of duties of teachers set out in Part XI of the School Teachers’ Pay and Conditions Document. Members of staff should at all times work within the framework provided by the school’s policy statements to fulfil the general aims and objectives of the School Improvement Plan.

Whitchurch Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of Post holder: _____ Date: _____

Signature of Headteacher: _____ Date: _____