



JOB DESCRIPTION

School: Edinburgh Primary School

Title of Post: Phase Leader and Curriculum Manager

Grade/Pay Range: TLR 2B

Reporting to: Headteacher

Responsible for: Teaching and non-teaching staff within phase

This job description is to be performed in accordance with the provisions laid down in the relevant sections of the current School Teacher's Pay and Conditions Document and undertake any other reasonable duties that the Headteacher may request commensurate within the post.

JOB PURPOSE

To lead Lower KS2 and teach Year 3 ensuring high quality teaching and learning.

MAIN DUTIES/ RESPONSIBILITIES

- Be an exemplary teacher teaching a class within own phase
- Lead across school within curriculum area to raise standards of learning
- Be an excellent team member and leader

STRATEGIC DIRECTION

- Develop and implement policies and practices which reflects the school's commitment to high achievement and is consistent with national and school strategies and policies including SIP and SEF
- Establish short, medium- and long-term plans for the development and resourcing of a specific area (to be negotiated)
- Monitor the progress made of action plans and targets and evaluate the effects on teaching and learning
- Monitor, evaluate and provide advice both verbal and written to individuals, year groups and SLT regarding quality of teaching and learning
- To ensure that a broad and balanced curriculum is offered throughout school and in a phase of learning
- Support the development of policies and schemes of work
- Meet regularly to discuss current issues and take an active role in decision making and implementation
- Ensure confidentiality of some items at meetings

- Take responsibility for the school in absence of the headteacher/ deputy headteacher
- Have an overview of the school, be aware of issues and concerns and ensure appropriate actions are taken
- Be part of the budgeting process
- Be aware of national and local initiatives and ensure that change is implemented effectively and smoothly
- Work with staff to promote high expectations and standards
- Undertake performance management of other staff
- Line manage other staff

TEACHING AND LEARNING

- Provide guidance on choice of appropriate teaching and learning methods
- Implement systems for recording individual pupil progress and impact of support
- Ensure specific schemes or programs of work are developed appropriately for children
- Develop staff teams and individuals to enhance performance
- Effectively lead a team to support and develop aspects of your specialist role
- Coach and mentor staff
- Create, maintain and enhance effective relationships
- Identify staff needs regarding your specialist area/phase and provide opportunities/INSET to meet and develop those needs including liaison with external agencies/ organisations as necessary.

RESOURCE MANAGEMENT

- Secure and allocate resources to support effective teaching and learning
- Monitor and control use of resources
- Maintain and manage the financial budget for phase/ curriculum area

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the teacher's role within the school.

Edinburgh Primary school is committed to safeguarding and promoting the welfare of the children and young people and expects all in the school community to share this commitment.