

**Title:** Phase Coordinator

**Responsible to:** Senior Curriculum Coordinators and Senior Leadership Team

**Responsible for** : Raising Quality of Teaching and Learning Standards

**Salary Grade**: TLR 2a

**Purpose :** *To work with Senior Curriculum Coordinators and Senior Leadership team in writing, co-ordinating and reviewing the whole school curriculum, raising standards of teaching and learning and ensure continuity and progression is embedded across the whole curriculum.*

In addition to those classroom duties which are common to all classroom teachers as set out in the class teacher Job Description the post holder will have additional responsibility which will focus on raising standards of teaching and learning.

**TLR 2a Responsibilities will –**

* *Focus on Teaching and Learning*
* *Require the exercise of a teachers professional skills and judgement*
* *Have an impact on the educational progress of pupils other than the teachers assigned classes or groups of pupils*
* *Involve leading, developing and enhancing the teaching practice of other staff.*

**Key Accountabilities:**

**1. Teaching and Learning,**

**2. Professional Skills and Judgement,**

**3. Leading and managing development across the curriculum**

Co-ordinate Integrated Curriculum (Dimensions, Computing, PE, Music, PSHCE) teaching, learning, planning and pupil progress across all areas of the school and National Curriculum across agreed **Phase Group (One of..)**

* **Key Stage 1 (up to 4 classes)**
* **Key Stage 2 lower (up to 4 classes)**
* **Key Stage 2 upper (up to 4 classes)**

*Areas of responsibility identified in agreement with Head teacher n.b. Cross-curricular responsibility areas may need to be amended following further review and revision of the whole school curriculum and planning overview.*

Support colleagues in the delivery of the highest possible standards of pupil achievement through monitoring, evaluating, reporting, setting and reviewing targets for improvement (working alongside the assessment manager and SLT) in agreed Phase Group responsibility.

Working under the direction of SLT and Senior Curriculum Coordinators to review and update the school curriculum overview.

Lead collaborative planning meetings within Phase group promoting effective practice, coverage in line with school curriculum, progression and a breadth of appropriate personalised and challenging learning experiences.

To secure their understanding of strengths and areas for improvement regarding quality of teaching and learning across phase through:

* regular focused - peer observations
* planning share
* scrutiny of pupils work (EFL and pupil portfolios)
* peer support / CPD
* mentoring and feedback

Working with SLT and Senior Curriculum Managers and Coordinating, reviewing and updating areas of the whole school curriculum identified as needing focused improvement in line with Whole School Development Plan priorities.

Contribute to the process of reviewing and updating the school development plan.

Enthuse, develop and enhance the teaching practice of others across the school by modelling, supporting and guiding.

To promote the positive ethos and culture of the school to other staff, governors, pupils and parents and members of the wider community.

**Impact on the educational progress of pupils**

Work with SLT to review pupils progress within Phase.

Develop and implement action plans or other support needs.

Conduct regular focused visits within phase group observing pupils learning and identifying areas of good practice or areas to support / develop.

Liaise with phase coordinators, SLT and Senior Curriculum Coordinators identifying areas needing development / support.

Work with colleagues to improve planning ensuring that individual pupil needs are met.

Supporting colleagues setting challenging curriculum goals for each term to secure good or outstanding progress for all pupils.

Organise and lead moderation activities promoting shared understanding of good assessment practice within phase and work with other phase coordinators to moderate sample across the school.

Support SLT leaders conducting work scrutiny to ensure high standards and continuity across the school.

Contribute to reports to governors with regard to Whole School Curriculum developments and pupil progress.

Liaise with link Governors and promote governor engagement in the school / phase

**Leading, developing and enhancing the teaching practice of other staff**

Establish positive working relationships and encourage co-operative professional working practices and collegiate support including inducting new staff in agreed cross curricular responsibility.

Advise support staff in managing associated and relevant learning resources/ teaching materials / schemes of work.

Participate in and contribute substantially to phase and interphase meetings as appropriate to facilitate good practice sharing and collaborative approach to teaching and learning within and across phases in agreed cross curricular responsibility.

Lead by example, support and motivate staff.

Liaise with all stakeholders, link professionals and other agencies in developing positive curriculum outcomes within phase

Keep up to date with new initiatives as appropriate to secure further progress and continued development in agreed cross curricular responsibility.

Participate and where necessary lead in CPD with particular reference to agreed phase cross curricular responsibility.

**Other duties**

Uphold school behaviour and staff conduct policies

Contribute to parents groups, school web site, school assemblies, the school newsletter, assemblies or other school performances to support and promote the quality of teaching and learning at the school

Carry out any other reasonable duties as directed by the head teacher.