



**JOB DESCRIPTION:**

**Learning and Achievement Leader with Phase Leadership responsibility**

**Post Title: Learning and Achievement Leader**

**Salary: MPS/UPS plus TLR 2b**

**Reports to: Assistant Headteacher**

**Learning & Achievement Leader**

**PURPOSE:**

The Learning and Achievement Leader will work in partnership with the Senior Leadership Team to be an inspirational, innovative leader in developing and improving standards in Learning and Achievement in our diverse community. The Learning and Achievement Leader will provide strategic leadership of a major area of learning and be responsible for leading and developing colleagues in the agreed Phase at the school (EYFS, Key Stage 1, Lower Key Stage 2 or Upper Key Stage 2).

To assist the Head teacher in co-ordinating teaching and learning throughout the agreed Phase. To liaise with other members of the Leadership Team, where necessary, to ensure continuity and progression throughout the curriculum.

You will be expected to promote equal opportunity and to uphold the school's Rights Respecting ethos and aims. You will be involved in developing and leading school development priorities, and in promoting Behaviour for Success and safeguarding for all pupils.

**Responsible for:**

- Providing leadership in the development, management and support of pupils in the Phase.
- Teaching within the Phase.
- Leading, coordinating and managing teaching and support staff in the Phase - supporting in the coaching and mentoring of staff as appropriate.
- Support the Senior Leadership Team in leading and monitoring teaching, learning and assessment
- Development and implementation of school policies and practice
- Leading a major area of learning – either subject or identified school priority area

**Strategic direction and development of the school:**

- Support the Leadership Team to provide vision, direction and leadership for Belmont School in order to build on its strengths so that it becomes a self- sustaining school.
- In partnership with the Head teacher, Governors and the Senior Leadership Team, to develop a strategic vision and plan for the school, to prepare and implement the School Development Plan and to evaluate its effectiveness in bringing about improvement.
- To always demonstrate high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Head teacher and Governing Body.

### **Teaching and learning:**

In addition to the role of class teacher:

- To provide an example of excellence as a leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- As part of a team, monitor the quality of teaching and learning, in line with the school policy, such as lesson observations, monitoring of planning and scrutiny of pupil's work.
- To be responsible to the Headteacher for co-ordinating the work of the agreed Phase, supporting and advising as appropriate
- Alongside the Senior Leadership Team, to develop a broad, creative and appropriately challenging curriculum that meets the needs of all pupils and which enriches their learning, providing support for colleagues in developing the curriculum across the agreed Phase.
- To review long term planning to ensure coverage, progression and a range of learning experiences across the agreed Phase.
- Monitor short term planning to ensure individual needs are being met.
- Maintain a stimulating learning environment across the agreed Phase.
- Employ a variety of teaching methods to cater for pupils' learning needs.
- Take some responsibility for the coordination of pastoral care of pupils in the Phase.
- In conjunction with the EVC, co-ordinate and oversee the organisation of school visits and extra-curricular activities within the Phase.
- Liaise closely with the other key-stage leaders to ensure continuity and progression across the key stages.
- To monitor the standards of behaviour and achievement across the Phase.

### **Recording and Assessment:**

- Ensure effective assessment procedures are in place; records are maintained and shared with colleagues.
- Monitor progress across the Phase and ensure appropriate action plans are in place where issues are identified.
- Update the Headteacher and governing body on the effectiveness of provision for pupils across the Phase and provide reports for governors as required.
- Have input in to the target setting process for raising achievement for pupils across the Phase and feedback to the Headteacher.
- Alongside the Assistant Headteachers, evaluate pupils' progress, achievement and attainment within the Phase and report to the Senior Leadership Team.

### **Leading and Managing staff:**

- To support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- Establish good relationships, encourage good working practices and support and lead the Phase team.
- Always demonstrate high standards of personal integrity, loyalty, discretion and professionalism and publicly support all decisions of the Headteacher, Senior Team and Governing Body;
- As a leader, lead, manage and be responsible for:
  - Standards across your area of responsibility
  - The delivery of high-quality learning and teaching
  - Leading a team

- The delivery of an effective curriculum
- Parent Partnerships
- Performance Management as directed
- Coordinate and take day to day responsibility for the management and organisation of staff within the phase involved in implementing an effective, appropriate and challenging curriculum.
- Contribute to the school self-evaluation by monitoring and evaluating the learning and teaching, reviewing learning standards and the achievement of pupils and analysing performance data.
- Produce necessary reports, action plans and targets and in light of these contribute and implement the relevant sections of the School Improvement Plan as requested.
- Interpret and oversee data entry, analyse and interpret relevant local, national and school data to inform school policy, analyse and interpret relevant research and inspection data to inform school policy
- Develop and maintain an excellent and highly effective curriculum which integrates most recent developments in learning that engages all children within an inclusive environment.
- Consistently promote and impact on high standards of attainment, pupil progress, behaviour and attendance of all pupils.
- To support the SLT in the professional development of other staff through coaching and mentoring.
- To plan and deliver appropriate professional development meetings and INSET that will support staff in raising standards and ensure that school policies and practices are being delivered.
- Take responsibility for own professional development.
- Liaise with the Assessment Leader in coordinating assessment procedures appropriate to the Phase.
- Manage budget to ensure appropriate and sufficient resources for the Phase. Liaise with all stakeholders, link professionals and other agencies as necessary.
- Ensure continuity of learning between transitions of year groups, developing effective relationships.
- Maintain good channels of communication and information flow at all times.
- Ensure that all school staff are aware of their own responsibilities relating to Health and Safety and also ensure that the pupils are learning in a healthy and safe environment. Lead new initiatives to secure further progress and continued development in your area of curriculum responsibility or identified development priority across the school.

**Accountability:**

- Alongside the Senior Leadership Team ensure that attainment and progress across the school is good to outstanding for all pupils.
- Ensure high standards of curriculum provision and the effectiveness of its impact on learning outcomes.
- Line manage and review the performance of designated staff.
- Support the Headteacher and Senior Leadership Team in creating and promoting positive strategies for meeting the school's equalities duties;
- Assist in the creation of a stimulating, attractive and tidy environment, both inside and outside for the benefit of the school community.
- Contribute effectively to the school's sustainable development which impacts on whole school improvement.

- Communicate effectively with Parents, Governors and External Agencies and attend meetings as appropriate;
- Ensure effective organisation and management of resources and monitor effectiveness and impact of resourcing and support;
- Hold meetings to support others in their role (e.g. analysis of data and planning for improvement, effective observations, effective environments, planning assessment tools)
- Ensure effective pupil progress meetings

**Specific duties:**

- To be the lead person in the development of a curriculum area or identified school development priority throughout the school, ensuring its effective delivery and impact on pupil progress
- To be an active member of the extended Leadership Team.
- To attend full Governors' meetings and other sub- committee meetings as appropriate.
- To take assemblies as required.
- Undertake other reasonable duties related to day to day administration and organisation of the school as requested by the Head Teacher.
- 

**Notes:**

This job description should be read alongside the range of duties and responsibilities as set out in the annual School Pay and Conditions Document. The duties and responsibilities of the Key Stage Leader may vary from time to time according to the changing needs of the school. The job description will be reviewed annually in the light of changing circumstances and in consultation with the post holder and the Governing Body as part of the Governing Body's annual review of staffing structure.

This job description has been written in accordance with the National Standards for Qualified Teacher Status (2012) and the current School Teachers' Pay & Conditions Document.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced DBS check and other relevant safeguarding checks.*

Signed:

Date:

Reviewed Annually