

Roundwood Primary School

Role description: Age Phase Leader 2023-24

Role details

Reporting to: Assistant Heads and Headteacher

Responsible for: Co-ordination of the key stage



Main purpose

The age phase leader's role will be to develop good team relationships and establish positive working practices within the age phase. They will offer guidance, co-ordination and support to age phase teaching staff, as well as developing the key stage further and supporting delivery of the school development plan.

Duties and responsibilities

- › Contribute to strategic decision making, working with school management to share expertise and insight, and help shape the school's vision
- › Set high expectations for all pupils in age phase , and inspire and motivate staff to reach and maintain high standards
- › Support others to help build an environment where high standards of learning behaviour are encouraged
- › Model high standards to staff through personal classroom practice and supporting different strategies to deliver improved pupil performance in age phase learning
- › Develop with the team and subject co-ordinators plans for developing the age phase curriculum
- › Ensure consistent delivery of the school's approach to assessment within the age phase including analysis of data
- › Take a leading role in inducting new age phase staff
- › Manage deployment of support staff throughout the key stage, working with the SENDCO as appropriate
- › Develop own professional knowledge and skills through courses and reading, aligning with school's ethos and current strategic needs
- › Attend wider management meetings as appropriate, and lead where required
- › Lead whole school and key stage assemblies
- › Provide guidance and support to staff within the key stage, ensuring all teachers work in partnership with parents and the community, keeping them informed and involved in pupils' learning.
- › Be the first point of escalation (after the class teacher) in any communication with parents

Please note that this is not a comprehensive list of all tasks that the postholder will carry out.