

Leader of Learning
(Phase Leader – KS1 or Lower KS2, depending on candidate strengths)

Job Description

Job title:	Phase leader– Class based
Responsible to	Headteacher
Level and scale point:	MPS / UPS + TLR 2a

Main duties/responsibilities

General
Work closely with the Headteacher and others to ensure that the visions and ethos for Yavneh Primary School are effective and pertinent to all aspects of school life
Be an outstanding practitioner and carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the Yavneh Primary School
To establish good relationships, encourage good working practices and support and lead teachers in the Phase Group.
Support and help develop the schools' policies and actively promote high levels of achievement in the early years foundation stage.
Contribute to the leadership and management of the school.
To support and promote the Jewish ethos of the school.
Formulate and promote the aims and objectives of KS1 / KS2 in a creative way that follows EYFS idea / KS1.
Seek and implement areas for school improvement and the development of staff with regards to KS1/KS2
Evaluate the effectiveness of the provision in early years in close collaboration with the senior leadership team.
To develop children to and above national standards
Teaching and development
Lead the KS 1 / KS2 team in the planning and delivery of a creative and stimulating curriculum.
Ensure the curriculum supports a range of learning styles and develops children's independence.
Take responsibility for high quality teaching provision throughout KS1/ KS2
Ensure curricular policy development is focused on continuous improvement.
Ensure all KS1/KS2 pupils are able to learn and achieve to the best of their various abilities.
Ensure the requirements for the KS1 / KS2, including the arrangement of assessment, are met.
Monitor the progress of pupils and report evaluated data to the Headteacher
Work in partnership with the leadership team to monitor the success of the teaching of the curriculum and manage areas for improvement.
Organise opportunities for pupils in KS1/KS2 which are appropriate to the curriculum.
Share and model outstanding practice.
Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

Leadership and management
Work with the senior leadership team to ensure the successful implementation of school policies and procedures.
Establish and maintain positive working relationships with all members of staff.
Provide support and guidance for members of the KS1/KS2 team.
Lead all training and development activities and evaluate the outcomes.
Organise and manage the day-to-day running of KS1 / KS2 teaching, including efficient use of teaching resources.
Plan and lead weekly early years meetings and ensure effective communication with staff.
Support the senior leadership team in the performance management of staff in the early years department.
Assist the senior leadership team in the review and evaluation of KS1 / KS2 policies and procedures.
Support and lead the induction process for new members of staff.
Stimulate colleagues and pupils alike, by creating a supportive, challenging and positive environment.
Manage own professional development by attending training opportunities such as in-service training.
Keep up-to-date with current thinking and progression in KS1 / KS2
Attend weekly WSLT meetings
Communication
Develop and maintain effective relationships with parents, colleagues, the governing body and the local community.
Develop and maintain links with support services.
Actively communicate with the local community for opportunities to extend the curriculum and enhance teaching and learning in early years.
Ensure parents are well-informed about the curriculum as well as their child's progress and targets.
Provide necessary information to the governing body to ensure it meets its responsibilities.
Communicate any local and national changes to members of KS1 /KS2 staff.
Liaise with other colleagues to ensure a smooth transition for all pupils from early years to key stage 1 and from KS1 to KS2.
Additional duties
Promote and safeguard the welfare of all pupils.
Ensure a high standard of care for pupils is consistently maintained.
Act as a role model for members of staff and pupils.

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Headteacher to ensure the smooth running of the school.

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Qualified teacher status (QTS). 	<ul style="list-style-type: none"> Training relevant to key stage . Other relevant qualifications. First Aid certificate. Health and Safety certificate. Food and Hygiene certificate.
Experience	<ul style="list-style-type: none"> Sound knowledge of KS1/KS2 Classroom experience of KS1 /KS2 class Successful experience of subject leadership/additional responsibility Proven track record of excellent teaching within KS1/KS2 	<ul style="list-style-type: none"> Experience of supervising other adults in the classroom. Teaching experience. Experience of supporting and promoting the Jewish ethos of a school.
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge and appreciation of KS1 / KS2 curriculum A commitment to providing high quality childcare. Knowledge and understanding of a broad and balanced curriculum. A good understanding of the how children learn. An ability to differentiate the curriculum to meet the needs of all achievers. Competent in the use of ICT across the curriculum. Understanding and use of formative and summative assessment. Competent in the use of observational assessment to evaluate learning. A willingness to work on one or more curriculum areas. The promotion of good behaviour. An ability to work creatively and sensitively with children. Experience of using assessment systems within the KS1 / KS2 Experience of guiding, supporting and advising other members of staff 	<ul style="list-style-type: none"> Experience of leading INSET and providing staff training Experience of leading performance management Experience of conducting lesson observations and giving good developmental feedback Experience of mentoring and coaching of staff Experience of leading transition between key stages Ability to set, monitor and evaluate SMART targets for improvement and feed these into whole-school development priorities (e.g. the SIP) Ability to track and monitor attainment and progress using effective record-keeping systems Ability to use data at all levels to ascertain trends and to make plans for improvement

	<ul style="list-style-type: none"> • Experience of effective liaison between different stakeholders within the school community • Clear understanding of how to raise standards within KS1 / KS2 • Ability to lead by example within the workplace and to demonstrate high levels of professionalism • Ability to contribute towards whole-school development and leadership 	
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Good organisational, record keeping and planning skills. • Excellent time keeping. • Excellent communication skills with children, adults, advisors, parents and carers and colleagues. • Ability to use initiative and work with minimal supervision • Patience. • Empathy. • A sense of humour. • Reliability and trustworthiness. • A positive approach to inclusive practice. • Enthusiasm for working with young children. • A positive approach to learning and gaining new skills. • A commitment to high standards. • An ability to accept and act on advice from others. • A real drive to make things happen 	<ul style="list-style-type: none"> • Able to work in small teams. • To be able to think strategically. • The desire to progress.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

Please email completed applications to: admin@yavnehprimary.org

Visits to the school are welcome and can be arranged by emailing icollins@yavnehprimary.org

Closing Date of Application: 12th May 2026