



Job Description - Primary Phase Leader 2025-26

Line Manager: A member of the Senior Primary Leadership Team

Responsible for: Year Group Leads, high quality provision within their teams

The Phase Leader is a **highly skilled practitioner** that is able to **facilitate excellence in the classroom**. They are **effective communicators** with the ability to promote **excellent teamwork and collaboration**. They develop **highly effective working relationships**, providing guidance, support and motivation. The Leader is **professional** at all times in their interactions with students, staff and parents. They are visibly supportive, pro-active and reflective member of the Primary Leadership Team.

Under the guidance of the Assistant-Vice Principal and Assistant Principals, the Phase Leader is responsible for overseeing and ensuring quality education in the year group classes and line managing the year leaders. S/he is responsible for implementing the quality assurance process and for promoting and celebrating the success of their team as well as supporting colleagues through coaching and mentoring to deliver high quality outcomes.

Duties and Responsibilities under the guidance of the Assistant Vice Principal for Primary and Assistant Principals

- Identify and implement opportunities to promote the mission, vision and values of OIS within the phase.
- Support and promote the consistent implementation of all school policies and procedures across the phase.
- Promote the expectation of all teaching to be consistently good or better across the phase by developing and enhancing the teaching practices of others, through mentoring, coaching, evaluating, supporting, guiding and target setting.
- keep up to date records of any meetings/actions/outcomes from the meetings and record information, where appropriate on Data Intelligence
- With the Assistant Principals, Curriculum Leaders and year group leads, implement and reflect on the Curriculum plan for the year group
- with the Assistant Vice Principal, Assistant Principals and year group leads, implement and reflect on whole primary school teaching and learning provision
- Attend year team meetings to support year leads encouraging best practice and ensure agreed procedures for planning, access, delivery, expectations and outcomes are followed in the phase
- Keep up to date with research and best practice and advise colleagues of such
- Report on subject, class and phase progress and attainment to the relevant members of SLT at designated periods through the term
- Ensure that all reports are of a high standard and deadlines are met
- Liaise with Assistant Principals to ensure formative and summative assessments are appropriately set/completed and that class teachers understand what their data is telling them and are therefore able to use it to improve standards.
- With the Assistant Vice Principal and Assistant Principals undertake learning conversations, lesson visits, drop ins, book looks, learner voice and the Appraisal process for identified teachers and teaching assistants in the year group

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- Monitor and evaluate the success of interventions
- As directed by the Assistant Vice Principal or Assistant Principal for T&L, have a teaching commitment of up to 50% by providing Leadership, NQT and RQT cover, CPD cover, Sickness cover and by promoting high quality teaching through team teaching and high-quality outcomes by delivering the intervention programme to identified pupils.

Parents

- With the support of the senior leadership team, work in close partnership with parents to build positive and effective relationships
- Ensure that communication with parents is consistent, regular, transparent and responded to within 24 hours
- In discussion with Assistant Principals and Year Leads, facilitate year group parent workshops as well as parent, house and curriculum events throughout the year
- Monitor the content of Class Dojo to ensure Year group consistency in communications

Other

- Supervise/Lead Assemblies for the phase, as required
- Ensure the transition process is smooth and all expected documentation is passed on to the next class teacher.
- Ensure a consistent approach to the implementation of the agreed classroom behaviour and uniform policies.
- Ensure a consistent approach to the referral process for SEN, EAL and counselling concerns.
- Contribute to and run training for teaching assistants and teachers
- Ensure cover support is in place eg leadership time, NQT, RQT CPD, sickness
- Lead interventions for the phase with identified children.
- In discussion with year leads, advise on the resources order for the forthcoming year.
- Contribute to the broader curriculum programme within the school – e.g. extracurricular activities House competitions, parent events, trip and visits
- Any additional responsibilities as assigned by Senior Leadership Team
- This post is for 12 months and will be reviewed annually