Job Description: DSP Phase Lead

Northwood Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Role: DSP Phase Lead

Reporting to: Headteacher

Salary: TLR2B

Start date: 4th January 2027

Main purpose

The DSP Phase Lead will:

- Lead the development of curriculum and assessment across the DSP
- Monitor and evaluate the quality of teaching and learning / provision across DSP
- Liaise with external partners as appropriate to support the work of the DSP
- Respond to LA consultation for placement within the DSP
- Conduct Annual Reviews for the children within the DSP
- Manage the day-to-day organizational running of the DSP and DSP phase budget

Duties and responsibilities

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with DSP staff and mainstream subject leads on curriculum and pupil development to secure coordinated outcomes
- Take responsibility for assessment systems within the DSP and track assessment for all children
- Take responsibility for curriculum development within the DSP
- Ensure staff in DSP implement the school attendance strategy

Health, safety and regulation

- Promote the safety and wellbeing of all DSP pupils
- Maintain a safe, organised and uncluttered DSP environment

- Maintain good order and regulation among pupils in the DSP, managing behaviour effectively in accordance with the relevant policies to ensure a good and safe learning environment
- Take responsibility for BRP's / risk assessments for those pupils that require them in the DSP

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development (including coaching) in order to improve own teaching
- Take part in the appraisal and professional development of others
- Undertake relevant CPD as directed
- Lead relevant CPD for teachers and TAs in the DSP

Communication

- Communicate effectively with all stakeholders including pupils, parents/carers, other staff members and governors.
- Organise regular parental engagement sessions for DSP parents
- Ensure smooth transition processes for children entering and leaving the DSP

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Coach DSP teachers as part of the professional development cycle
- Meet with high school providers to ensure accurate information is given for transition purposes
- Attend SLT when required by the Headteacher

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise staff in the DSP
- Contribute to the professional development of support staff in the DSP
- Deploy resources delegated to them within DSP Phase budget

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSP Phase Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.