



## JOB DESCRIPTION

<b>Post</b>	Phase Leader
<b>Responsible to</b>	Headteacher
<b>Title</b>	Phase Leader (+ <i>subject lead</i> )
<b>Salary range</b>	MPS/UPS +TLR 2b (£4309)

### Main Purpose

- To promote, design and deliver outstanding learning and have a sophisticated understanding of how young children learn;
- To model and support the development of outstanding teaching and learning across the phase.
- To lead, manage and develop a phase to drive high quality outcomes for all pupils
- Together with the SLT ensure a high standard of provision for all pupils.
- To line manage and performance manage phase staff.
- To lead and support a team of colleagues in the development and delivery of agreed strategies and policies and to ensure that there is a coordinated approach within the team.
- To monitor the progress and attainment of the children within the phase and to implement and review appropriate interventions

### Main responsibilities and accountabilities

- Act as a role model by providing inspirational and creative teaching which secures high standards of learning and behaviour.
- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions document and subject to any amendments due to government legislation. To do this to the standard required in the Teachers' Standards Document (revised April 2013). This includes any duties as may be reasonably directed by the Headteacher.
- Play a significant role in creating and maintaining a climate which promotes and secures outstanding teaching and effective learning, high standards of achievement and good behaviour throughout the whole school
- Implement the curriculum and its assessment; monitor and evaluate practice in order to identify and act on areas for improvement.
- Help to create and implement positive strategies to celebrate diversity and to promote inclusion for all pupils.
- Assist in ensuring that pupils across the school develop study skills in order to learn more effectively and with increasing independence.
- Be an outstanding classroom teacher and be able to demonstrate model lessons to staff, Governors and other stakeholders when required.

## **Senior Management Responsibilities**

- To lead a team of teachers and support staff.
- To identify professional development needs and co-ordinate staff development programmes to raise levels of achievement.
- Organise and lead meetings with staff to ensure continuity and progression of pupils' learning is maintained across the phase.
- Monitor standards within the phase, analysing data from school tracking systems and beyond, and use this information to action required support – including setting targets for continuous improvement.
- To be involved with the development of whole school policies from 4-11 within your own subject area and within others.
- To be an active member of the Leadership and Management Team and work as a team ensuring appropriate professional conduct and confidentiality where appropriate.
- To actively support all policy decisions.
- To work with the Leadership team on interpreting and using data to set effective targets to raise achievement.
- To assist in planning and implementing timetables, rotas and systems to ensure the smooth day to day running of the school.
- To co-ordinate and assist with school events, during and out of school hours.
- To organise and lead assemblies.
- To actively support staff in maintaining high standards of behaviour among all pupils throughout the school.
- Present initiatives, policies and progress against the School Improvement Plan targets to Governors and other Stakeholders.