



Job Title: Phase Leader

Date: 1st September 2021

Scale: Main Pay / UPR (based on experience) plus TLR2

Job Purpose

The Phase Leader is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the current School Teachers' Pay and Conditions Document, and under the reasonable direction of the Headteacher. In addition, the Phase Leader will be expected to assist the Headteacher and Senior Leadership Team in the management and development of the school through the duties and responsibilities detailed below.

In fulfilment of all responsibilities and duties, the Phase Leader should show a commitment to the ethos, aims and policies of the whole school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

Duties

The Phase Leader will:

- work as part of the Leadership Team to develop and maintain the ethos of the whole school
- inspire, motivate and provide purposeful leadership of their Phase
- undertake a teaching commitment as directed by the Headteacher
- be an appraisal team leader
- assist in the recruitment of other staff
- raise standards in teaching and learning in their Phase
- monitor pupil progress across the Phase, analyse data and report to senior leaders, staff and Governors
- design effective action plans with their phase based on monitoring findings and data analysis
- support the assessment leader in managing pupil assessments within their Phase, including moderation
- assist the Senior Leadership Team in developing, implementing and monitoring the School Improvement Plan
- lead School Improvement initiatives
- support the Senior Leadership Team in maintaining good order in the classroom and around the school with due regard to the school's policy on behaviour and control of bullying
- assist in the positive implementation of the equal opportunities policy within the school
- safeguard the health and safety of self and others in accordance with the school's Health and Safety Policy
- assist the Headteacher and Deputy Headteacher in ensuring parents and pupils are well informed about developments in their phase
- liaise with other Phase Leaders to coordinate and organise events such as concerts, visitors, special assemblies etc
- lead a team of teachers and teaching assistants in their phase so that standards are raised to achieve the school's targets
- ensure there is consistent application of the school's policies and procedures

- manage the budget allocated to the phase
- liaise with the CPD leader to ensure development opportunities are sharply focused on need
- ensure that resources in their phase are maintained at a level and in a way to deliver the curriculum effectively
- work closely with the school office to ensure that admissions and induction arrangements to their phase work smoothly
- work with the student leader to co-ordinate the management and support of students working in the phase
- be involved in the organisation, planning and delivery of assemblies as and when necessary

Staff Management

- carry out the role of leadership of Phase Leader
- work in partnership with the Senior Leadership Team in developing effective management structures and communication channels in the school
- lead by example in the development of teamwork, mutual support and collaboration of colleagues and motivation of staff
- role model the school's leadership behaviours and trust behaviours
- participate in the induction of new members of the team
- mentor and support the professional development of staff in their phase and where necessary provide support for those teachers failing to meet the teacher standards
- deal sensitively with people, recognise individual needs and take account of these in securing a consistent team approach in their phase
- liaise with outside support and advisory staff
- keep staff, via year group leaders, informed in the day-to-day management of their phase

Resource Management

- help create and maintain an attractive, effective and exciting environment for learning
- identify resource needs, oversee their allocation and monitor their use

Curriculum Management

- work with the curriculum leader to lead, manage and develop excellent curriculum planning in the phase

Wider Professional Effectiveness

- lead a significant area of responsibility across the school (e.g. Teaching Assistants, interventions, partnerships, health and safety.)
- take responsibility for own professional development and use the outcomes to improve teaching and learning
- participate in the school's teacher appraisal programme
- make an active contribution to the policies and aspirations of the school
- lead by example in matters such as classroom order, discipline, relationships, presentation and assisting other staff in demonstrating aspiration
- initiate new ideas and encourage the development of curriculum content, organisation and the use of IT
- undertake child protection training if required.

Professional Characteristics

- demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:
 - inspiring trust and confidence
 - building team commitment
 - engaging and motivating pupils
 - demonstrating the school values
 - analytical thinking, taking positive action to improve the quality of pupils’ learning

Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

Key Organisational Objectives

The post holder will contribute to the school’s objectives in service delivery by:

- enactment of Health and Safety requirements and initiatives as directed
- ensuring compliance with GDPR legislation
- operating, at all times, within the school’s Equal Opportunities framework
- commitment and contribution to improving standards for pupils as appropriate
- acknowledging the trust behaviours
- contributing to the maintenance of a caring and stimulating environment for pupils

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the school’s Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher